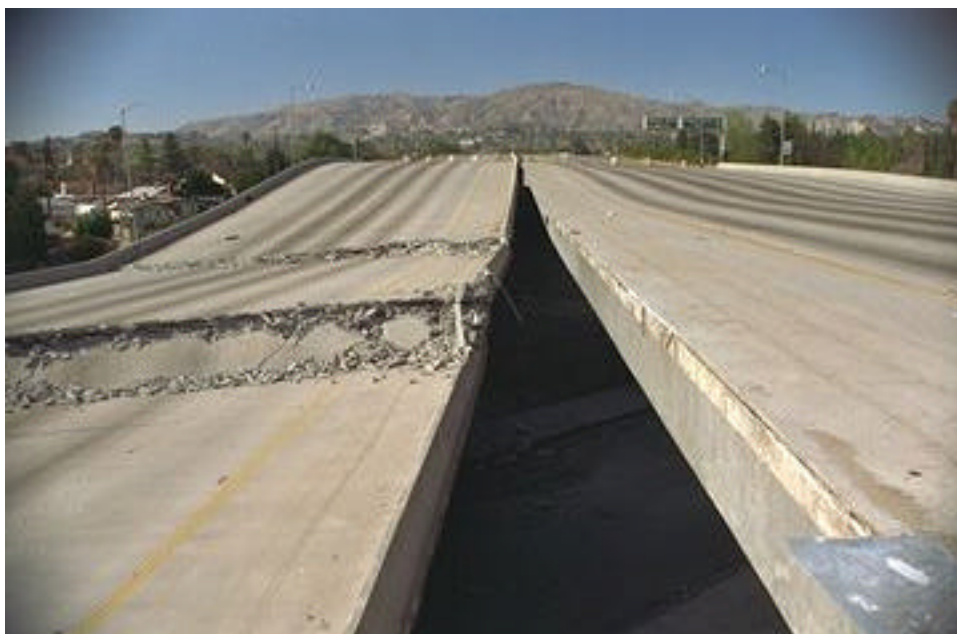




Emergency Management Division

Washington State Military Department

Hazard Mitigation Grant Programs (HMGP, PDM, FMA)



Administrative Guidelines and Procedures

October 2003

(Updated July 2004)

Life, Property, Environment, and Economy



Emergency Management Division

Washington State Military Department

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I. INTRODUCTION

A. Purpose of Document

The purpose of this document is to outline the procedures the Washington State Military Department, Emergency Management Division (hereafter referred to as the Department), will use to administer the mitigation grant programs, such as the Hazard Mitigation Grant Program (HMGP), the Pre-Disaster Mitigation (PDM) program, and the Flood Mitigation Assistance (FMA) program, as required by the Department of Homeland Security (hereafter referred to as FEMA). This document is primarily designed to meet the requirements of 44 CFR §206.437 and establishes the rules and procedures for the implementation of the mitigation grant programs. These programs funded under Sections 322 and 404 of Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, and Part 78 of 44 CFR.

B. Intent of the Programs

The intent of the mitigation grant programs is to **reduce the risk of future damage, hardship, loss, or suffering as a result of major disasters** by providing financial support to implement cost-effective hazard mitigation measures. These measures are to be identified as part of the mitigation planning process required of state and local governments as a condition of receiving federal disaster assistance.

C. Eligible Applicants

Eligible applicants include agencies of state government, local governments (city or county), special purpose districts, Indian tribes, and certain registered nonprofit organizations with like-government services and critical facilities. A local government must sponsor eligible non-profits for the PDM program. To be eligible to apply to the state of Washington for any of the mitigation grant programs applicants must also be participating and in good standing in the National Flood Insurance Program (NFIP), or its successors, and meet all of the requirements under the state's Growth Management Act (*RCW 36.70A.040*). Additionally, applicants should have a local hazard reduction plan that addresses alternatives to their mitigation opportunities, and must have a FEMA approved/adopted plan by November 1, 2004 in order to be eligible to apply for funds.

II. RESPONSIBILITIES

A. State Government

The Department is assigned the responsibility of administering the mitigation grant programs as defined in this document. The Department will:

1. Develop and publish grant guidance, funding criteria, and application forms.
2. Solicit qualified proposals from eligible applicants.

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3. Provide technical assistance to eligible applicants as resources permit. This may include applicant briefings on program specific issues, application development and/or cost benefit workshops, site visits to validate potential mitigation measures, and review of draft applications prior to formal submittal. At a minimum, applicants will be provided copies of the "Application Development Guide."
4. Convene, as needed, the Mitigation Grant Review Committee to review, evaluate, and recommend priority projects for funding.
5. Forward recommendations for funding to FEMA for final approval.
6. Withdraw projects from consideration if necessary.
7. Develop grant agreements with and administer distribution of funds to applicants.
8. Submit quarterly and final reports to FEMA.
9. Monitor subgrantee and arrange for a final engineering inspection, as or if necessary.

B. Applicant

Representatives of the applicant are responsible for the following:

1. Identification of projects.
2. Establishment of local priorities, and the submittal of applications to the state for funding consideration.
3. Provision of any additional information necessary to comply with the National Environmental Policy Act (NEPA) and support FEMA in its completion of the environmental analysis.

As part of the project identification process, jurisdictions are required to have developed, or will soon develop, a local hazard mitigation plan that meets the criteria of 44 CFR §201.6. This plan must identify the hazards, risks, and vulnerabilities of each eligible community. Proposed solutions, both short-term and long-term, must also be a part of the hazard plan. Those jurisdictions with mitigation plans that address the local hazards, and offer effective alternative solutions, will receive additional priority and points during the application evaluation process until the **November 1, 2004**, plan deadline. After this date, all potential applicants must have a FEMA approved natural hazards mitigation plan in order to be eligible for mitigation grant funds. The Chief Executive Officer of the applicant, or other legislative body, must designate an Applicant's Agent to represent the applicant to arrange for work, monitor and evaluate work completed, and provide all essential documentation to the Department. The Applicant Agent must also have authority to sign program documents on behalf of the Applicant, such as legally binding the Applicant in the grant agreement.

C. Federal Government

The Director of FEMA Region X will review the Department's recommendations for projects. FEMA has the final approval authority for funding of all projects. FEMA is responsible for preparing environmental review documents on the submitted projects to comply with the National Environmental Policy Act (NEPA).

III. FUNDING OF ELIGIBLE PROJECTS

A. Federal

Funding for the HMGP continues to vary from one federal fiscal year to another. Currently, the maximum amount of HMGP funding is up to 20 percent of the federal expenditures, for the disaster, under all categories of the Public Assistance and the Individual Assistance programs, less administrative costs. This funding is available only to states that have an "enhanced" 322 Mitigation Plan approved by FEMA.

Since federal fiscal year 2003, the HMGP disaster related funding has been established as 7.5 per cent of the federal disaster expenditures. Both the FMA and PDM programs funding is based upon an annual allocation from Congress and may vary each year.

Project costs are shared on a 75 per cent federal, 25 per cent non-federal basis. For the PDM and FMA programs the non-federal share is 100 per cent an applicant responsibility. For the disaster-associated programs such as the HMGP, the nonfederal share is normally split between the state and the applicant (or 12.5 per cent state, and 12.5 percent applicant). The nonfederal share may vary by disaster and will be defined in the FEMA–State Agreement for that disaster.

The development of the grant agreement and obligation of federal funds for specific projects will be completed only upon formal notification of project approval being received by the Department from FEMA.

For the HMGP, the costs of requesting, obtaining, and administering federal assistance, additional administrative monies are made available to the Department (grantee) and Applicants (subgrantees) for reimbursement based upon the following formula:

1. For the first \$100,000 of net eligible costs, 3 percent of such costs.
2. For the next \$900,000 of net eligible costs, 2 percent of such costs.
3. For the next \$4,000,000 of net eligible costs, 1 percent of such costs in excess of \$1,000,000.
4. For the next \$5,000,000 or more of net eligible costs, ½ percent of such costs.

These costs are separate from the project costs and they should not be included in the grant request. Additionally, these funds are by disaster, by Applicant, not by individual project. Meaning, if an Applicant has more than

one HMGP project for a particular disaster, the Subgrantee Administrative monies are based on the Total of all the projects from that disaster for each applicant. **FEMA is in the process of changing this format, but for the time being is applicable for current disasters.**

For the PDM program, applicants can include project management costs, up to 5 per cent of the total project costs, as part of their project budget. Funds are made available only upon FEMA approval of the application.

B. Applicant

The Applicant's share of the project costs may be composed of applicant-generated revenue and private sector resources (loans, etc.). In some situations, other state grant funds and Community Development Block Grant funds can be used as part of the local share, as long as law does not preclude them. Applicant contributions can also be in the form of documented in-kind services. Volunteer labor and materials, actual in-house labor and equipment costs, are just some of the types of in-kind services that may be considered as part of the applicant share.

C. State

For the HMGP, the Department's share of the project costs is established in the FEMA-State Agreement signed by the Governor. Currently the Department's share of project costs is one-half of the nonfederal share of the approved project costs for local jurisdictions. Upon approval of OFM and the Legislature, the Department may be responsible for the entire non-federal share for state agencies receiving HMGP funds. For both the PDM and FMA, the entire non-federal share is a local responsibility and no state funds will be provided.

Prior to the disbursement of funds, the Department and the Applicant will execute a grant agreement outlining agreed-upon costs, reimbursements, scope of work, and estimated completion schedules. Grant agreements are only developed following approval and receipt of funding documents from FEMA.

For all grants, the grant agreement folders will contain a copy of the mitigation program application, a copy of the final grant agreement and applicable contracting documents, funding documents, any amendments or changes, quarterly reports, A-19s (invoice vouchers) with supporting documentation, and any correspondence. The grant agreement will establish the "period of performance" for each grant as well as established benchmarks (attachment 2 of the grant agreement). The Department will utilize the Applicant's quarterly report as the primary method of monitoring applicant performance during the grant performance period. For more information please see Appendix 8 "Guidelines for Approved Projects."

IV. PROJECT ELIGIBILITY REQUIREMENTS

A. Federal Criteria

In addition to the federal requirements (See 206.434, 44 CFR in Appendix 1, "Administrative Guidelines and Procedures."), a project must:

1. Solve the problem it is intended to address;
2. Be located in a community participating in good standing in the National Flood Insurance Program;
3. Meet all applicable federal, state, and local permit requirements, and "not contribute to or encourage development in the floodplain, wetlands, or other hazardous areas," and support environmental justice (Federal Executive Orders 11988, 11990 and 12898.); and
4. Be cost effective in that it:
 - a. Addresses a problem that has been repetitive, or a specific problem that poses a significant risk if left unsolved.
 - b. Will not cost more than the anticipated value of the reduction in both damages and subsequent negative impacts to the area, if future disasters were to occur.
 - c. Has been determined to be the most practical, effective, and environmentally sound alternative after consideration of a range of options.
 - d. Contributes, to the extent practicable, to a permanent or long-term solution of the problem it is intended to address.
 - e. Considers long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements.

B. State Criteria

In addition to the above criteria, a project must also support the general hazard mitigation objectives contained in the State Hazard Mitigation Plan. Specifically, these projects should:

1. Show adoption of a local hazard mitigation plan.
2. Protect lives and reduce public risk.
3. Reduce the level of disaster vulnerability in existing structures.
4. Reduce the number of vulnerable structures through acquisition, elevation, relocation, flood proofing, or seismic retrofitting.
5. Avoid inappropriate future development in areas known to be vulnerable to future disasters.
6. Solve a problem independently, or function as a beneficial part of an overall solution with assurance that the whole project will be completed.
7. Provide a cooperative, inter-jurisdictional solution to reduce future disaster damage.
8. Provide a long-term mitigation solution.

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9. Address emerging hazard damage issues, such as urban stormwater, trees in power rights of way, new earthquake faults, etc.
10. Restore or protect natural resources, recreation, open spaces, and other environmental values.
11. Develop and implement comprehensive programs, standards, and regulations that reduce disaster damage.
12. Increase public awareness of natural hazards, preventative measures, and emergency responses to disasters.
13. Upon completion, have affordable operation and maintenance costs.
14. Illustrate how the project improves the Applicant's ability to protect its critical areas according to the Growth Management Act (GMA), and generally supports the goals of the GMA.

Note: Those communities that do not have either current approved Critical Area Ordinances (CAOs), or the GMA Comprehensive Plan (if required) will not be eligible to apply for mitigation grant program funds until they are in compliance. RCW 36.70A.040

See Appendix 5: Hazard Mitigation Grant Program Evaluation System

Additionally, Department staff will conduct a Benefit/Cost analysis of each application submitted for funding consideration based upon information provided by the applicants. While not a scored element of the state's process, the BCA will be used to ensure that only cost effective projects are reviewed and that proper consideration be given to the BCA.

V. SOLICITATION OF APPLICATIONS

While each of the mitigation programs has a different funding mechanism, the basic process will remain the same. For the HMGP, following a Presidential Declaration of a major disaster in the state of Washington, the Mitigation Section Manager (MSM), the State Hazard Mitigation Programs Manager, and the HMGP Construction Manager (for disasters the SHMPM is responsible for the planning grants, while the HMGP Construction Manager is responsible for construction grants) will make every effort to publicize the Hazard Mitigation Grant Program and inform potential applicants of the availability of mitigation grant funding. (See Appendix 2, "Program Fact Sheets")

Information on the HMGP will be given during Public Assistance program applicant briefings. Also, letters and information may be sent to Emergency Management offices within affected counties, participants in the Public Assistance program, Washington State Association of Counties, Association of Washington Cities, State Agency Liaisons, Indian Tribes, and other interested parties. This information will also be distributed at all mitigation training and briefings.

At the discretion of the Department and FEMA, a joint press release describing the program may be issued. This release will contain program information and requirements, to include the "Letter of Intent" (LOI) process, application

deadlines, and provide a point of contact for further information. The "Letter of Intent" is the first step in the application process and must be received by the Department within the time allowed. This is a requirement for any applicant to receive an HMGP application. Because of increasing federal time restrictions, states must now have their HMGP applications to FEMA within 12 months of the disaster declaration date (previously 18 months). In order to expedite the application process, the LOI development period will be reduced from 30 to 60 days to 15 to 30 days, depending upon the nature of the disaster event.

For both the FMA and PDM, the Department will notify communities upon receipt of the notice of funding availability and will utilize a LOI process similar to the HMGP. Notification will typically be via emails through the County Emergency Management agencies, the Association of Cities, and the Association of Counties. LOI and application deadlines will be based upon the dates that states must submit their application materials to FEMA

VI. PROJECT IDENTIFICATION

In addition to the project application process outlined above, the MSM or designee by type of grant, may identify and encourage appropriate mitigation projects by doing the following:

- A. Prior to a Preliminary Damage Assessment (PDA), brief survey teams on the Hazard Mitigation Grant Program and enlist their help in identifying potential mitigation projects and issues.
- B. Brief the Public Assistance Project Worksheet Teams that will complete detailed inspections of damaged facilities so that they may identify broad or comprehensive projects that impact several sites. Teams will be asked to report their findings to the MSM or designee.
- C. Review hazard mitigation team (Hazard Mitigation Survey Team or Interagency Hazard Mitigation Team) reports from previous and current federally declared disasters to identify potential projects for funding.
- D. Review unfunded grant applications from prior declared disasters, activities, or state priorities for possible funding.
- E. Review local hazard mitigation plans from declared jurisdictions.

VII. PROJECT CRITERIA

In addition to meeting the state and federal criteria, successful HMGP project applications **MUST** also document the following. Applications that do not have these items will be **INELIGIBLE** for funding consideration.

- A. In-depth, development of at least three (3) viable alternatives, which may include the No Action alternative. The Proposed Action alternative (the project recommended) must have been determined to be the most practical, effective, and environmentally sound alternative after consideration of a range of options. All three alternatives must be fully developed and discussed.

- B. Recent* public involvement in the selection of the alternatives, especially with those individuals that may be impacted by the project. Applicants must ensure that if the project impacts homeowners that the project submitted be similar to the one advertised to the public, unless documentation from the public meetings indicates that this is the proposed action alternative has the support of the impacted public.

*Recent public involvement is defined within the HMGP as public involvement within one year from the time the Applicant submits its application (as in the case of a repetitive hazard being discussed in the community). There must be a minimum of two public meetings conducted and related, with published notice(s) prior to submission of the application regarding a specific application. Public meetings and notice(s) conducted prior to the date of the declared disaster cannot be used to fulfill this requirement, but should be included to illustrate the hazard. Specific timelines may be issued for each declared event for the application process.

VIII. APPLICATION PROCESS

The Department may request Hazard Mitigation Grant Program funds as part of the request for a Presidential Disaster Declaration that provides Public Assistance or Individual Assistance program funds to the state of Washington. The following process is used to request and administer the program.

A. Submission of Applications to the State

The Department will solicit LOIs (Appendix 3) from applicants as described above. Upon receipt and processing of the applicant's LOIs, the Department will send HMGP applications to the eligible applicants for completion. (Appendix 4 HMGP Application)

A date will be established by the state for the return of the completed applications. (Depending on the disaster, the deadline will be between 60 and 90 days.) The date will allow enough time to ensure compliance of environmental requirements and coordination with regulatory agencies, development of alternatives, and the public involvement process. However, due to changing FEMA policy on the HMGP process, applicants are encouraged to begin project identification through the local planning process in order to meet future reduced application timelines. States must have their complete application packets to FEMA within 12 months of the disaster declaration.

B. Review, Ranking and Selection of Projects

1. Review Process

As required by 44 CFR § 206.435, the Department will review all applications for completeness and to ensure they meet state and federal eligibility criteria. All applicants will be notified whether their application passes this threshold. There is no appeal of the state's decision of ineligibility.

If necessary, a Mitigation Grant Review Committee, if not already established, will be appointed, to review, evaluate, and prioritize applications.

The Mitigation Grant Review Committee will normally consist of at least five (5) members, to include the following:

- a. Two individuals from the Department; usually the Deputy State Coordinating Officer (DSCO) and the Mitigation Section Manager (MSM) or State Hazard Mitigation Programs Manager (SHMPM) or the HMGP Construction Manager depending upon the type of grant being reviewed (either planning or project applications).
- b. One supervisor or designee from the state agencies related to the particular type/nature of the disaster (example: Department of Ecology representative for floods).
- c. Two individuals, one from a city, and one from a county or appropriate special purpose district, located outside the declared disaster area or from a community not applying for HMGP funds.

The Department may seek the assistance of the Washington State Association of Counties and the Association of Washington Cities to provide names of potential local committee members. If at all possible, the local members will come from counties outside the declared disaster area.

The Department desires local committee members with experience in public works, engineering, land use planning, disaster grant administration, or other related experience. The committee may also consult experts from state, local, and federal agencies.

Committee members will serve without compensation, but will be reimbursed for authorized expenses incurred in the performance of their duties, in accordance with RCW 43.03.050 and 43.03.060, as now existing or hereafter amended.

The committee will review and prioritize those grant applications passing the initial eligibility screening using the Hazard Mitigation Grant Program Evaluation System (Appendix 5), and make recommendations based on published criteria mentioned earlier in this document.

In those instances that the number of HMGP applications is minimal, it will be determined by the MSM in consultation with the appropriate designee if a committee will be convened.

2. Ranking Process and Criteria

Ranking will include consideration based on meeting the:

- a. Objectives and criteria in the *Washington State Hazard Mitigation Plan* (state 322 plan).
- b. Federal and state criteria as outlined earlier in this document;
- c. 44 CFR Section 206.435 (b);
- d. Available funding; and

- e. Previous and current mitigation program participation. (Applicants are limited to three active projects at any one time.)
- 3. Selection of Projects

The Mitigation Section will provide a prioritized list of the projects to the Division Director, as recommended for FEMA approval by the Mitigation Grant Review Committee. Part of the Director's process may include presenting the recommendations to the Governor's Emergency Management Council for consultation prior to making recommendations to FEMA. The Department will forward state recommended applications to FEMA for funding approval.

The Department will formally notify applicants of the results of the ranking and review process and of their recommended, or non-recommended, status. Applicants not being recommended for funding may appeal this decision under specific criteria. (See Applicant Appeal Process – State Level, Appendix 6.)

Following any appeal period, the Mitigation Section will submit to the Division Director those projects that are recommended for submission to FEMA for final approval and funding. These projects may be ones proposed by the Department or that have been reviewed and ranked by the Mitigation Grant Review Committee. The Department will notify applicants if their application is being forwarded to FEMA.

If the situation warrants, a percentage of the hazard mitigation grant funds may be set aside to accomplish projects as outlined in the Washington State Hazard Mitigation Plan. These projects will be exempt from the Committee ranking process.

C. Submission of Recommended Projects to FEMA

1. The MSM, or designee, will prepare a project package, for transmittal to FEMA by the Division Director, containing:
 - a. A narrative describing the anticipated projects and justification for recommendation and rationale for each project.
 - b. Copies of recommended applications and additional pertinent information.
 - c. A certification by the Department that the projects meet all federal and state eligibility requirements.
 - d. A completed SF 424 (Application for Federal Assistance), which requests funding for all projects recommended.
 - e. A **prioritized** list of state recommended projects that are unfunded within the scope of the disaster, may be submitted as alternates for consideration for using cost underruns and other opportunities.
2. Upon notification from FEMA of a decision on selected projects, the Mitigation Section will notify applicants of FEMA's decision.
 - a. **Funded Projects** - Approved and funded applicants will be provided **Guidelines for Approved Projects** (Appendix 7). This document contains information on:

- Reporting requirements;
- Process for requesting funds;
- Information on administrative costs; and
- Grant agreement between the State and the applicant.

- b. **Non-approved/Unfunded Projects** - Upon notification from FEMA of projects that are not approved and not funded, the Mitigation Section will send a letter to applicants on non-approval and non-funding. Specific criteria for appealing the federal decision will be provided.

D. Withdrawal of Recommended Projects

The Department may opt to withdraw a project from consideration by FEMA. Possible reason(s) may include, but are not limited to, the following:

1. Misrepresentation(s) by the applicant in the application;
2. Non-covered cost increases prior to FEMA approval;
3. Loss or reduction of committed funding; and
4. Project, or applicant, fails to maintain eligibility as outlined in 44 CFR 206.424, to include cost/benefit requirements and good standing in the National Flood Insurance Program (NFIP).

The Department reserves the right to deny application rating or funding when submitted applications involve eligible general purpose or special purpose units of governments with serious unresolved audit findings related to performance capacity.

Further, the Department reserves the right to postpone project contracting or to deny funding if there is a significant problem with previous Subgrantee performance, such as failure to complete projects in agreed upon times, major cost overruns, failure to provide required documentation in a timely manner, etc. In such situations, the Grantee is responsible for the development and initiation of corrective action satisfactory to the Department.

IX. PROGRAM ADMINISTRATION

A. Organization

The Governor's Authorized Representative (GAR) oversees mitigation expenditures. The Mitigation Section Manager (MSM), the State Hazard Mitigation Programs Manager (SHMPM) and the HMGP Construction Manager are responsible for the daily operations and technical aspects of the program, hazard mitigation planning, and administering the Hazard Mitigation Grant Program as noted in this document and the ***Washington State Hazard Mitigation Plan***. For the FMA and PDMC the SHMPM is the primary individual responsible for the administration of the programs.

The Department will review and update this administrative document as necessary, but normally every three years as required by the Disaster Mitigation Act of 2000 (DMA2K).

B. Staffing

During normal, routine (non-disaster period) operations, the following staffing pattern has been established. Percentages indicate what amount of time the designated individual is expected to be spending directly attributable to the Hazard Mitigation Grant Program:

Mitigation Section Mgr	Unit Manager/Section Supervisor	10%
SHMPM (HMGP Planning)	EM Senior Program Coordinator	90%
HMGP Construction Mgr	EM Senior Program Coordinator	90%

During active disaster recovery operations, the following notional **baseline-staffing** pattern (per declared disaster event) has been established. The scope of the disaster will directly affect the number of personnel required, the percentage of time designated individuals will be tasked, and the length of tasking.

MSM	UM/SS	75%	6 - 18 months
SHMPM (Planning)	EMSPC	100%	12 - 24 months
HMGPCM (Construction)	EMSPC	100%	12 - 24 months
EM Program Coordinator	EMPC	100%	9 - 24 months
EM Program Assistant	EMPA	100%	9 - 24 months
Reservist 1(Engineer)	RVST1	50%	6 - 18 months
Admin Support		50%	6 - 18 months

Note: Only the MSM and the SHMPM are permanent state staff members. The other staff members are non-permanent employees hired as project or temporary employees.

C. Administration

The Mitigation Section Manager (MSM) is responsible for project management oversight and record keeping, including project files which contain all correspondence, applications, vouchers, reports, receipts, and related documentation. The MSM will oversee preparation of the state/local grant agreement outlining the work to be done and costs (Appendix 7, Chapter 2 Sample Grant Agreement). As noted above, the MSM, SHMPM, and the HMGPCM are responsible for the daily operations and technical aspects of the mitigation programs.

Quarterly progress reports will be submitted to FEMA based on the reports provided by the Applicant's Agent. An applicant quarterly progress report format is shown in Appendix 8. A final report will also be required from each applicant, and closeout documents will be submitted to FEMA as required.

D. Financial Management

The Department will serve as Grantee for project financial management in accordance with 44 CFR, Part 13. Subgrantees (Applicant) are accountable to the Grantee for funds awarded.

Subgrantees are the legal entities to which the state awards money for projects. They can be a state agency, local government, special purpose district, private nonprofit organization, or Indian Tribe. Subgrantees are responsible to the Grantee for expenditures, work performed, and reporting requirements.

Allowable costs associated with administering the program are authorized in accordance with 44 CFR §206.439.

Project costs will be **reimbursed** on an actual cost basis up to the contract amount. As part of the grant agreement file, spreadsheets will track approved project amounts, individual warrants and processing dates, total expenditures by federal, state, and local funding sources, and remaining funds. The Department has the right to retain all or part of its 12.5 per cent share pending project completion and closeout. The Subgrantee administrative funds will be paid out only upon final inspection and project acceptance. The state of Washington has chosen not to provide advance payments for the mitigation programs.

Payments shall be based on subgrantee submittal of an A-19, Voucher Distribution Form. (Appendix 7, Chapter 3- Sample Reporting Forms). Requests for payment will be processed in a timely manner. The goal of the Mitigation Section is to process payment requests to Finance within 10 days of receipt within the Mitigation Section. Finance's goal is to process payments and issue a warrant within 10 days of receipt of the completed A-19 from the Mitigation Section. Delays can, and will, occur if the applicant's submitted payment package is incomplete or contains inaccuracies. Applicants will be notified as soon as the discrepancies are noted, and the payment request will be annotated as to the reason for the delay. Upon receipt of the necessary documents, the Mitigation Section will complete its portion of the payment process.

Final Payment Requests. The Applicant's Agent must submit a final A-19 Voucher Distribution Form and final report to the SHMPM, or the HMGPCM, as appropriate, after the project work has been completed. A condition of HMGP grants has been the submission of a Section 201.6 approvable plan for the jurisdiction.

The Department will perform a final inspection of the completed project. A joint State/FEMA inspection will be conducted when possible. FEMA will notify and coordinate any additional inspections by FEMA staff prior to the inspection. Final payments will be made upon completion of the Department's final inspection as specified in the grant agreement. **Cost overruns are the responsibility of the Applicant and in most cases will be borne by the**

Applicant. (See Section XII *Cost Increases/Overruns* location in an additional volume of the administrative plan “*Guidelines for Approved Projects.*”

Accounting Codes

Expenditures recorded in the Agency Financial Reporting System (AFRS) for federal grants by the Washington Military Department (WMD) are coded to project codes. A project code gives WMD the ability to track the expenditures in the required program structure and grant cost if the grant crosses biennium. The legislature of the State of Washington appropriates expenditure authority for a two-year period (biennium).

The project code is also included in the coding for the revenue transactions from the draw of federal funds. The coding also includes coding that indicates the source (federal) and the Catalog of Federal Domestic Assistance (CFDA) number.

Accounts Payable

Salary and Benefits – All direct program staff salaries and benefits are supported by timesheets. Timesheets are prepared by the program staff member, approved by the supervisor, and sent to the Payroll section of the Accounting Office. Payroll staff reviews the timesheets, and communicates with program staff about any issues. The timesheets are input into the Time Management System (TMS). When finished inputting and reviewing, the Payroll staff posts the information to AFRS and releases TMS.

Note – The program staff’s actual warrants are issued via the Human Resource Information System (HRIS). Program staff HRIS documents is coded to a clearing account in AFRS. TMS transfers the cost from the clearing account in AFRS to the appropriate coding.

Goods and Services – Program staff request the order of goods and services with a purchase request to the Procurement section. The Procurement section prepares a purchase order per state purchasing regulations. Copies are provided for the vendor, program staff, and Accounts Payable section. Once the goods and services are picked up or delivered the program staff sends a signed receiving report to Accounts Payable. The signed receiving report is dated for the day the goods or services are received. Accounts Payable puts together a copy of the purchase order, invoice, and receiving report. The payment package is reviewed for the amount, coding, signatures, and dates. Then the payment package is approved and batched for payment. The batch is reviewed and approved by a higher-level accountant. The batch is input into AFRS and released. The payment is either paid by a warrant or electronic fund transfer (EFT).

Sub-Grantee – Program staff send a signed and approved A-19 1A payment document to Accounts Payable. The payment document is reviewed for the amount, coding, signatures, and dates. Then the payment package is approved for and batched for payment. The batch is reviewed and approved

by a higher-level accountant. The batched is input into AFRS and released. The payment is either paid by a warrant or electronic fund transfer (EFT).

Re-Issuance of a Warrant - Warrants are valid for 180 days. After 180 days the warrant must be listed as Statute of Limitation (SOL) before being reissued. If a warrant is lost or destroyed, a state affidavit must be filled out before the warrant can be reissued.

Note – Payments to other state agencies are made using the Inter Agency Payment (IAP) process or journal vouches (JV's). Both processes are internal processes in AFRS.

Accounts Receivable

WMD uses the Department of Health & Human Services/Division of Payment Management (HHS/DPM) SmartLink system to draw funds approved by the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA). Draws are only made after the expenditures have been made (reimbursement), or occasionally simultaneous to the processing of an expenditure or transfer. Draws for reimbursements are made within five days after the close of the fiscal month per the SFY 2003 Cash Management Improvement Act (CMIA) Agreement. The approved funding technique is an Electronic Funds Transfer (EFT) at fixed intervals.

The amount of the draw is determined by the difference between the expenditures and the revenue recorded to date in AFRS. If program staff maintains a spreadsheet the AFRS expenditures are reconciled to the spreadsheet. The SmartLink draws are deposited electronically in a State of Washington bank account maintained by the Office of the State Treasurer (OST). The accountant for a specific grant draws the funds. The cash receipts accountant prepares the document for posting to AFRS and the deposit with the OST.

Draws for WMD program cost are accumulated and drawn on a program approved A-19 1A prepared by the Accounts Receivable section.

Note – Any interest payments are made directly between the United States Treasury and the OST. This only applies for grants that meet the criteria to be included in the CMIA agreement.

Reporting

Financial Status Reports (FSR) FEMA Form 20-10

FSRs are submitted within 45 days after the close of a quarter or when the grant is closed (the grantee has 90 days to submit the final FSR after the last day of the performance period). The reconciled AFRS reports used to make SmartLink draws are used in the preparation of the reports. The accountant responsible for that grant prepares the FSR. The Governor's Authorized Representative (GAR) or alternate approves the report. The federal and any state portion of any required match are both pulled from an AFRS report. The

local match, if any, is provided by program worksheets. An extension is attained via e-mail from the appropriate budget staffer at DHS/FEMA Region 10.

The SHMPM and HMGPCM are responsible for monitoring the reporting process to ensure timely submittals.

Federal Cash Transactions Reports Program Support Center (PSC) 272

The PSC 272 report is electronically prepared by the Financial Analyst 3 in Accounts Receivable and submitted to HHS and a hard copy printout is submitted to FEMA within 45 days after the close of each quarter. The PSC 272 Report is reconciled to the FSR and AFRS.

Asset Management

Article V, item 1 of the mitigation grant agreement (Appendix 8 of this document) specifically identifies the requirements regarding the acquisition and disposition of property and equipment purchased with grant funds.

Applicants will comply with the Federal Office of Management and Budget (OMB) Circular no A-102 (or its replacement), Subpart C.

X. AUDIT REQUIREMENTS

Uniform audit requirements as set forth in the Single Audit Act Amendments of 1996 and OMB Circular A-133 apply to all grant assistance provided under this program. FEMA may elect to conduct a federal audit on the hazard mitigation grant or on any of the subgrants. For individual communities with mitigation projects, subrecipient monitoring will occur on a regular basis by reviewing audit findings/reports provided by the State Auditor's office. Any issues that could impact the performance of that grant agreement will be analyzed to determine if they could impact the current grant, and if so, determine follow-up actions to preclude findings from reoccurring within the scope of the current agreement. For programmatic audit findings, EMD mitigation staff will work closely with the Department to compile the necessary responses and actions within the proscribed timeframes

The annual A-133 audits are conducted by the State Auditor's Office (SAO) on the state as a whole. All major grants over a specified dollar amount are audited. A sample of minor grants is also audited. WMD has a compliance audit on a two-year cycle.

XI. CLOSEOUT PROCEDURES

A. Project Closeout

The Subgrantee shall submit closeout information in the form of a final report certifying that the project has been completed in accordance with the terms of the grant agreement, and provide all remaining documentation on work done, expenditures, and other costs.

The Department may schedule a final inspection of the project with the Subgrantee, dependent upon ongoing monitoring and will notify FEMA of the inspection date.

Project closeout will be noted in the project files upon completion of all inspection reports and outstanding documents.

Final payment to Subgrantee shall be made upon final review (and usually including subgrantee administrative funds).

B. Disaster Closeout

Upon completion of all projects within a declared disaster event in which HMGP funds have been obligated, the following steps will be taken to closeout the disaster records with FEMA. The Department will notify FEMA that all projects within a declared disaster event have been completed in accordance with grant agreements.

1. Review all project files and final reports for that disaster.
2. Reconcile HMGP disaster funds between the Department and FEMA to verify data to Department records.
3. Obligate any remaining Management Cost funds.
4. Reconciliation of Management Costs funds as approved by FEMA in management costs letter for each disaster.
5. Department will draw down management costs funds upon verification of availability and written authorization by the MSM.
6. Upon verification of all final project costs, and acceptance by FEMA and the Department, administrative (3-2-1) monies will be drawn down by the Department upon authorization by the MSM.

Upon final review and reconciliation of all completed documents, the disaster event shall be closed.

C. Recapture of Funds

If at any time during the actual grant performance period, after the project closeout, or after the program closeout,) it is determined that the sub-grantee/sub-applicant received federal and state funds that they were not entitled to, recapture actions will be undertaken in accordance with the terms and conditions of the grant agreement (Section A.17 of the Grant Agreement, see Appendix 8). Sub-grantee will be notified in writing describing the finding and provided an opportunity to provide any documents or additional information. A copy of the letter will be provided to the Department's Accounts Receivable Section. If the grant is still open upon receipt of payment, the funds will be transferred back to the federal government via SMARTLINK. Any receipt of payment after the close of the grant will be returned to the federal government via a warrant.

XII. ADMINISTRATIVE DOCUMENT REVIEW

This document will be reviewed annually, or after a Presidential Disaster Declaration (for HMGP) to ensure compliance with the law, implementing regulations, and state policies. It will be updated as needed to reflect regulatory or policy changes or to improve program administration.

XIII. RECORDS RETENTION

All records and files will be retained in accordance with federal and state laws and regulations (RCW 40.14.060 Destruction, disposition of official public records or office files and memoranda). This RCW calls for retaining records for a minimum of six years. This period begins at disaster closeout. Mitigation Section support staff is responsible for preparing records for transfer to the State Records Retention Center. The records are retained in their original form.

XIV. AUTHORITIES AND REFERENCES

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Public Law 93-288, as amended by PL 100-707, Sections 404 and 322, Disaster Mitigation Act of 2000

Federal Emergency Management Agency (FEMA) Regulations, 44 CFR, Part 206, Subparts M and N, and Part 78

FEMA Regulations, 44 CFR, Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

Single Audit Act Amendments of 1996

Chapter 38.52, Revised Code of Washington, Emergency Management

XV. DEFINITIONS

Selected definitions are shown below. A complete list of applicable definitions is found in 206.431, Subpart N of 44 CFR Part 206. (Appendix 1)

Applicant means a state agency, local government, special district, eligible private nonprofit organization, or Indian Tribe.

Federal Hazard Mitigation Officer (FHMO) is the FEMA employee responsible for representing the agency in carrying out the overall responsibilities for post-disaster hazard mitigation.

Grant means an award of financial assistance.

Grantee shall mean the state of Washington.

Subgrant means an award of financial assistance under a grant to an eligible applicant.

Subgrantee means the applicant, government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided. (*This is the wording used to reference the applicant on the FEMA funding documents.*)

Governor's Authorized Representative (GAR) means the individual designated by the Governor to represent the state in activities related to the implementation of Public Law 93-288 as amended, and to serve as the Grant Administrator of funds under Section 404.

State Hazard Mitigation Officer (SHMO) means the individual designated as the responsible individual for all matters related, overall, to the Hazard Mitigation Grant Program, and the Section 409 Hazard Mitigation Planning Program, Sections 404 and 409 respectively of PL 93-288, as amended. For the state of Washington, this function is conducted by the Mitigation Section Manager (MSM), the State Hazard Mitigation Programs Manager (SHMPM) and the HMGP Construction Manager, who have responsibilities for the daily operations and technical aspects of the program, hazard mitigation planning, and administering the Hazard Mitigation Grant Program as noted in this document and the ***Washington State Hazard Mitigation Plan***.

Hazard Mitigation Survey Team (HMST) means the state/federal/local survey team that may be activated following declared non-flood disasters to identify immediate mitigation opportunities to be addressed.

Interagency Hazard Mitigation Team (IHMT) means the federal/state/local mitigation team that may be activated following major flood-related disasters to identify mitigation opportunities and issues.

Project means any eligible mitigation measure or action to reduce risk of future damage, hardship, loss or suffering from disasters. The terms "project" and "measure" are used interchangeably in the regulations.

Mitigation Grant Review Committee means the five (5) member grant application review body at the state level.

Washington State Hazard Mitigation Plan The state "322" plan; the disaster specific document that identifies statewide hazard damage reduction goals and objectives, the means to accomplish them, and a time frame for implementation.

XVI. APPENDICES

APPENDIX 1 Subparts M&N, Hazard Mitigation Program, Part 206 44 CFR; Section 322, DMA2K, Part 78 44 CFR

APPENDIX 2 Fact Sheets

APPENDIX 3 Letters of Intent

APPENDIX 4 Applications

APPENDIX 5 Evaluation Systems

APPENDIX 6 Applicant Appeal Process – State Level

APPENDIX 7 Guidelines for Approved Projects

APPENDIX 8 Application Development Guidelines

Appendix 1

Subpart N, Hazard Mitigation Program,
Part 206 44 CFR
Part 201 CFR – Mitigation Planning

[Code of Federal Regulations]
[Title 44, Volume 1]
[Revised as of October 1, 2002]
From the U.S. Government Printing Office via GPO Access
[CITE: **44CFR206.430**]

TITLE 44--EMERGENCY MANAGEMENT AND ASSISTANCE

CHAPTER I--FEDERAL EMERGENCY MANAGEMENT AGENCY

PART 206--FEDERAL DISASTER ASSISTANCE FOR DISASTERS DECLARED ON OR AFTER NOVEMBER 23, 1988--Table of Contents

Subpart N--Hazard Mitigation Grant Program

Sec. 206.430 General.

Source: 55 FR 35537, Aug. 30, 1990, unless otherwise noted.

This subpart provides guidance on the administration of hazard mitigation grants made under the provisions of section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5170c, hereafter Stafford Act, or the Act.

[59 FR 24356, May 11, 1994]

Sec. 206.431 Definitions.

Activity means any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss or suffering from disasters.

Applicant means a State agency, local government, Indian tribal government, or eligible private nonprofit organization, submitting an application to the grantee for assistance under the HMGP.

Enhanced State Mitigation Plan is the hazard mitigation plan approved under 44 CFR part 201 as a condition of receiving increased funding under the HMGP.

Grant application means the request to FEMA for HMGP funding, as outlined in Sec. 206.436, by a State or tribal government that will act as grantee.

Grant award means total of Federal and non-Federal contributions to complete the approved scope of work.

Grantee means the government to which a grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. Generally, the State is the grantee. However, an Indian tribal government may choose to be a grantee, or it may act as a subgrantee under the State. An Indian tribal government acting as a grantee will assume the responsibilities of a "state", under this subpart, for the purposes of administering the grant.

Indian tribal government means any Federally recognized governing body of an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of Interior acknowledges to exist as an Indian tribe under the Federally Recognized Tribe List Act of 1994, 25 U.S.C. 479a. This does not include Alaska Native corporations, the ownership of which is vested in private individuals.

Local Mitigation Plan is the hazard mitigation plan required of a local or Indian tribal government acting as a subgrantee as a condition of receiving a project subgrant under the HMGP as outlined in 44 CFR 201.6.

Standard State Mitigation Plan is the hazard mitigation plan approved under 44 CFR part 201, as a condition of receiving Stafford Act assistance as outlined in Sec. 201.4.

State Administrative Plan for the Hazard Mitigation Grant Program means the plan developed by the State to describe the procedures for administration of the HMGP.

Subgrant means an award of financial assistance under a grant by a grantee to an eligible subgrantee.

Subgrant application means the request to the grantee for HMGP funding by the eligible subgrantee, as outlined in Sec. 206.436.

Subgrantee means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided. Subgrantees can be a State agency, local government, private non-profit organizations, or Indian tribal government as outlined in Sec. 206.433. Indian tribal governments acting as a subgrantee are accountable to the State grantee.

[67 FR 8852, Feb. 26, 2002]

Sec. 206.432 Federal grant assistance.

(a) General. This section describes the extent of Federal funding available under the State's grant, as well as limitations and special procedures applicable to each.

(b) Amounts of assistance. The total of Federal assistance under this subpart shall not exceed either 15 or 20 percent of the total estimated Federal assistance (excluding administrative costs) provided for a major disaster under 42 U.S.C. 5170b, 5172, 5173, 5174, 5177, 5178, 5183, and 5201 as follows:

(1) Fifteen (15) percent. Effective November 1, 2004, a State with an approved Standard State Mitigation Plan, which meets the requirements outlined in 44 CFR 201.4, shall be eligible for assistance under the HMGP not to exceed 15 percent of the total estimated Federal assistance described in this paragraph. Until that date, existing, FEMA approved State Mitigation Plans will be accepted.

(2) Twenty (20) percent. A State with an approved Enhanced State Mitigation Plan, in effect prior to the disaster declaration, which meets the requirements outlined in 44 CFR 201.5 shall be eligible for assistance under the HMGP not to exceed 20 percent of the total estimated Federal assistance described in this paragraph.

(3) The estimates of Federal assistance under this paragraph (b) shall be based on the Regional Director's estimate of all eligible costs, actual grants, and appropriate mission assignments.

(c) Cost sharing. All mitigation measures approved under the State's grant will be subject to the cost sharing provisions established in the FEMA-State Agreement. FEMA may contribute up to 75 percent of the cost of measures approved for funding under the Hazard Mitigation Grant Program for major disasters declared on or after June 10, 1993. FEMA may contribute up to 50 percent of the cost of measures approved for funding under the Hazard Mitigation Grant Program for major disasters declared before June 10, 1993. The non-Federal share may exceed the Federal share. FEMA will not contribute to costs above the Federally approved estimate.

[55 FR 35537, Aug. 30, 1990, as amended at 59 FR 24356, May 11, 1994; 67 FR 8853, Feb. 26, 2002; 67 FR 61515, Oct. 1, 2002]

Sec. 206.433 State responsibilities.

(a) Grantee. The State will be the Grantee to which funds are awarded and will be accountable for the use of those funds. There may be subgrantees within the State government.

(b) Priorities. The State will determine priorities for funding. This determination must be made in conformance with Sec. 206.435.

(c) Hazard Mitigation Officer. The State must appoint a Hazard Mitigation Officer, as required under 44 CFR part 206 subpart M, who serves as the responsible individual for all matters related to the Hazard Mitigation Grant Program.

(d) Administrative plan. The State must have an approved administrative plan for the Hazard Mitigation Grant Program in conformance with Sec. 206.437.

Sec. 206.434 Eligibility.

(a) Applicants. The following are eligible to apply for the Hazard Mitigation Program Grant:

(1) State and local governments;

(2) Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in Sec. 206.221(e);

(3) Indian tribes or authorized tribal organizations and Alaska Native villages or organizations, but not Alaska native corporations with ownership vested in private individuals.

(b) Plan requirement. (1) For all disasters declared on or after November 1, 2004, local and tribal government applicants for subgrants must have an approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of HMGP subgrant funding. Until November 1, 2004, local mitigation plans may be developed concurrent with the implementation of subgrants.

(2) Regional Directors may grant an exception to this requirement in extraordinary circumstances, such as in a small and impoverished community when justification is provided. In these cases, a plan will be completed within 12 months of the award of the project grant. If a plan is not provided within this timeframe, the project grant will be terminated, and any costs incurred after notice of grant's termination will not be reimbursed by FEMA.

(c) Minimum project criteria. To be eligible for the Hazard Mitigation Grant Program, a project must:

(1) Be in conformance with the State Mitigation Plan and Local Mitigation Plan approved under 44 CFR part 201;

(2) Have a beneficial impact upon the designated disaster area, whether or not located in the designated area;

(3) Be in conformance with 44 CFR part 9, Floodplain Management and Protection of Wetlands, and 44 CFR part 10, Environmental Considerations;

(4) Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed. Projects that merely identify or analyze hazards or problems are not eligible;

(5) Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster. The grantee must demonstrate this by documenting that the project;

(i) Addresses a problem that has been repetitive, or a problem that poses a significant risk to public health and safety if left unsolved,

(ii) Will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur. Both costs and benefits will be computed on a net present value basis,

(iii) Has been determined to be the most practical, effective, and environmentally sound alternative after consideration of a range of options,

(iv) Contributes, to the extent practicable, to a long-term solution to the problem it is intended to address,

(v) Considers long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements.

(d) Eligible activities. (1) Planning. Up to 7% of the State's HMGP grant may be used to develop State, tribal and/or local mitigation plans to meet the planning criteria outlined in 44 CFR part 201.

(2) Types of projects. Projects may be of any nature that will result in protection to public or private property. Eligible projects include, but are not limited to:

- (i) Structural hazard control or protection projects;
- (ii) Construction activities that will result in protection from hazards;
- (iii) Retrofitting of facilities;
- (iv) Property acquisition or relocation, as defined in paragraph (e) of this section;
- (v) Development of State or local mitigation standards;
- (vi) Development of comprehensive mitigation programs with implementation as an essential component;

(vii) Development or improvement of warning systems.

(e) Property acquisition and relocation requirements. A project involving property acquisition or the relocation of structures and individuals is eligible for assistance only if the applicant enters an agreement with the FEMA Regional Director that provides assurances that:

(1) The following restrictive covenants shall be conveyed in the deed to any property acquired, accepted, or from which structures are removed (hereafter called in section (d) the property):

(i) The property shall be dedicated and maintained in perpetuity for uses compatible with open space, recreational, or wetlands management practices; and

(ii) No new structure(s) will be built on the property except as indicated below:

(A) A public facility that is open on all sides and functionally related to a designated open space or recreational use;

(B) A rest room; or

(C) A structure that is compatible with open space, recreational, or wetlands management usage and proper floodplain management policies and practices, which the Director approves in writing before the construction of the structure begins.

(iii) After completion of the project, no application for additional disaster assistance will be made for any purpose with respect to the property to any Federal entity or source, and no Federal entity or source will provide such assistance.

(2) In general, allowable open space, recreational, and wetland management uses include parks for outdoor recreational activities, nature reserves, cultivation, grazing, camping (except where adequate warning time is not available to allow evacuation), temporary storage in the open of wheeled vehicles which are easily movable (except mobile homes), unimproved, previous parking lots, and buffer zones.

(3) Any structures built on the property according to paragraph (d)(1) of this section, shall be floodproofed or elevated to the Base Flood Elevation plus one foot of freeboard.

(f) Inapplicability of the Uniform Relocation Act. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 does not apply to real property acquisition projects which meet the criteria identified below:

(1) The project provides for the purchase of property damaged by the major, widespread flooding in the States of Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin during 1993;

(2) It provides for such purchase solely as a result of such flooding;

(3) It is carried out by or through a State or unit of general local government;

(4) The purchasing agency (grantee or subgrantee) notifies all potential property owners in writing that it will not use its power of eminent domain to acquire the properties if a voluntary agreement is not reached;

(5) The project is being assisted with amounts made available for:

- (i) Disaster relief by the Federal Emergency Management Agency; or
- (ii) By other Federal financial assistance programs.

(g) Duplication of programs. Section 404 funds cannot be used as a substitute or replacement to fund projects or programs that are available under other Federal authorities, except under limited circumstances in which there are extraordinary threats to lives, public health or safety or improved property.

(h) Packaging of programs. Section 404 funds may be packaged or used in combination with other Federal, State, local, or private funding sources when appropriate to develop a comprehensive mitigation solution, though section 404 funds cannot be used as a match for other Federal funds.

[55 FR 35537, Aug. 30, 1990, as amended at 59 FR 24356, May 11, 1994; 67 FR 8853, Feb. 26, 2002; 67 FR 61515, Oct. 1, 2002]

Sec. 206.435 Project identification and selection criteria.

(a) Identification. It is the State's responsibility to identify and select eligible hazard mitigation projects. All funded projects must be consistent with the State Mitigation Plan. Hazard Mitigation projects shall be identified and prioritized through the State, Indian tribal, and local planning process.

(b) Selection. The State will establish procedures and priorities for the selection of mitigation measures. At a minimum the criteria must be consistent with the criteria stated in Sec. 206.434(b) and include:

(1) Measures that best fit within an overall plan for development and/or hazard mitigation in the community, disaster area, or State;

(2) Measures that, if not taken, will have a severe detrimental impact on the applicant, such as potential loss of life, loss of essential services, damage to critical facilities, or economic hardship on the community;

(3) Measures that have the greatest potential impact on reducing future disaster losses;

(c) Other considerations. In addition to the selection criteria noted above, consideration should be given to measures that are designed to accomplish multiple objectives including damage reduction, environmental enhancement, and economic recovery, when appropriate.

[55 FR 35537, Aug. 30, 1990, as amended at 66 FR 8853, Feb. 26, 2002]

Sec. 206.436 Application procedures.

(a) General. This section describes the procedures to be used by the grantee in submitting an application for HMGP funding. Under the HMGP, the State or Indian tribal government is the grantee and is responsible for processing subgrants to applicants in accordance with 44 CFR part 13 and this part 206. Subgrantees are accountable to the grantee.

(b) Governor's Authorized Representative. The Governor's Authorized Representative serves as the grant administrator for all funds provided under the Hazard Mitigation Grant Program. The Governor's Authorized Representative's responsibilities as they pertain to procedures outlined in this section include providing technical advice and assistance to eligible subgrantees, and ensuring that all potential applicants are aware of assistance available and submission of those documents necessary for grant award.

(c) Hazard mitigation application. Upon identification of mitigation measures, the State (Governor's Authorized Representative) will submit its Hazard Mitigation Grant Program application to the FEMA Regional Director. The application will identify one or more mitigation measures for which funding is requested. The application must include a Standard Form (SF) 424, Application for Federal Assistance, SF 424D, Assurances for Construction Programs, if

appropriate, and an narrative statement. The narrative statement will contain any pertinent project management information not included in the State's administrative plan for Hazard Mitigation. The narrative statement will also serve to identify the specific mitigation measures for which funding is requested. Information required for each mitigation measure shall include the following:

- (1) Name of the subgrantee, if any;
 - (2) State or local contact for the measure;
 - (3) Location of the project;
 - (4) Description of the measure;
 - (5) Cost estimate for the measure;
 - (6) Analysis of the measure's cost-effectiveness and substantial risk reduction, consistent with Sec. 206.434(c);
 - (7) Work schedule;
 - (8) Justification for selection;
 - (9) Alternatives considered;
 - (10) Environmental information consistent with 44 CFR part 9, Floodplain Management and Protection of Wetlands, and 44 CFR part 10, Environmental Considerations.
- (d) Application submission time limit. The State's application may be amended as the State identifies and selects local project applications to be funded. The State must submit all local HMGP applications and funding requests for the purpose of identifying new projects to the Regional Director within 12 months of the date of disaster declaration.
- (e) Extensions. The State may request the Regional Director to extend the application time limit by 30 to 90 day increments, not to exceed a total of 180 days. The grantee must include a justification in its request.
- (f) FEMA approval. The application and supplement(s) will be submitted to the FEMA Regional Director for approval. FEMA has final approval authority for funding of all projects.
- (g) Indian tribal grantees. Indian tribal governments may submit a SF 424 directly to the Regional Director.

[67 FR 8853, Feb. 26, 2002]

Sec. 206.437 State administrative plan.

(a) General. The State shall develop a plan for the administration of the Hazard Mitigation Grant Program.

(b) Minimum criteria. At a minimum, the State administrative plan must include the items listed below:

- (1) Designation of the State agency will have responsibility for program administration;
- (2) Identification of the State Hazard Mitigation Officer responsible for all matters related to the Hazard Mitigation Grant Program.
- (3) Determination of staffing requirements and sources of staff necessary for administration of the program;
- (4) Establishment of procedures to:
 - (i) Identify and notify potential applicants (subgrantees) of the availability of the program;
 - (ii) Ensure that potential applicants are provided information on the application process, program eligibility and key deadlines;
 - (iii) Determine applicant eligibility;
 - (iv) Conduct environmental and floodplain management reviews;
 - (v) Establish priorities for selection of mitigation projects;
 - (vi) Process requests for advances of funds and reimbursement;
 - (vii) Monitor and evaluate the progress and completion of the selected projects;
 - (viii) Review and approve cost overruns;

- (ix) Process appeals;
- (x) Provide technical assistance as required to subgrantee(s);
- (xi) Comply with the administrative requirements of 44 CFR parts 13 and 206;
- (xii) Comply with audit requirements of 44 CFR part 14;
- (xiii) Provide quarterly progress reports to the Regional Director on approved projects.

(c) Format. The administrative plan is intended to be a brief but substantive plan documenting the State's process for the administration of the Hazard Mitigation Grant Program and management of the section 404 funds. This administrative plan should become a part of the State's overall emergency response or operations plan as a separate annex or chapter.

(d) Approval. The State must submit the administrative plan to the Regional Director for approval. Following each major disaster declaration, the State shall prepare any updates, amendments, or plan revisions required to meet current policy guidance or changes in the administration of the Hazard Mitigation Grant Program. Funds shall not be awarded until the State administrative plan is approved by the FEMA Regional Director.

(Approved by the Office of Management and Budget under OMB control number 3067-0208)

[55 FR 35537, Aug. 30, 1990, as amended at 55 FR 52172, Dec. 20, 1990]

Sec. 206.438 Project management.

(a) General. The State serving as grantee has primary responsibility for project management and accountability of funds as indicated in 44 CFR part 13. The State is responsible for ensuring that subgrantees meet all program and administrative requirements.

(b) Cost overruns. During the execution of work on an approved mitigation measure the Governor's Authorized Representative may find that actual project costs are exceeding the approved estimates. Cost overruns which can be met without additional Federal funds, or which can be met by offsetting cost underruns on other projects, need not be submitted to the Regional Director for approval, so long as the full scope of work on all affected projects can still be met. For cost overruns which exceed Federal obligated funds and which require additional Federal funds, the Governor's Authorized Representative shall evaluate each cost overrun and shall submit a request with a recommendation to the Regional Director for a determination. The applicant's justification for additional costs and other pertinent material shall accompany the request. The Regional Director shall notify the Governor's Authorized Representative in writing of the determination and process a supplement, if necessary. All requests that are not justified shall be denied by the Governor's Authorized Representative. In no case will the total amount obligated to the State exceed the funding limits set forth in Sec. 206.432(b). Any such problems or circumstances affecting project costs shall be identified through the quarterly progress reports required in paragraph (c) of this section.

(c) Progress reports. The grantee shall submit a quarterly progress report to FEMA indicating the status and completion date for each measure funded. Any problems or circumstances affecting completion dates, scope of work, or project costs which are expected to result in noncompliance with the approved grant conditions shall be described in the report.

(d) Payment of claims. The Governor's Authorized Representative shall make a claim to the Regional Director for reimbursement of allowable costs for each approved measure. In submitting such claims the Governor's Authorized Representative shall certify that reported costs were incurred in the performance of eligible work, that the approved work was completed and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement. The Regional Director shall determine the eligible amount of reimbursement for each claim and approve payment. If a mitigation measure is not completed, and there is

not adequate justification for non-completion, no Federal funding will be provided for that measure.

(e) Audit requirements. Uniform audit requirements as set forth in 44 CFR part 14 apply to all grant assistance provided under this subpart. FEMA may elect to conduct a Federal audit on the disaster assistance grant or on any of the subgrants.

Sec. 206.439 Allowable costs.

(a) General. General policies for determining allowable costs are established in 44 CFR 13.22. Exceptions to those policies as allowed in 44 CFR 13.4 and 13.6 are explained below.

(b) Eligible direct costs. The eligible direct costs for administration and management of the program are divided into the following two categories.

(1) Statutory administrative costs--(i) Grantee. Pursuant to 406(f)(2) of the Stafford Act, an allowance will be provided to the State to cover the extraordinary costs incurred by the State for preparation of applications, quarterly reports, final audits, and related field inspections by State employees, including overtime pay and per diem and travel expenses, but not including regular time for such employees. The allowance will be based on the following percentages of the total amount of assistance provided (Federal share) for all subgrantees in the State under section 404 of the Stafford Act:

(A) For the first \$100,000 of total assistance provided (Federal share), three percent of such assistance.

(B) For the next \$900,000, two percent of such assistance.

(C) For the next \$4,000,000, one percent of such assistance.

(D) For assistance over \$5,000,000, one-half percent of such assistance.

(ii) Subgrantee. Pursuant to section 406(f)(1) of the Stafford Act, necessary costs of requesting, obtaining, and administering Federal disaster assistance subgrants will be covered by an allowance which is based on the following percentages of total net eligible costs under section 404 of the Stafford Act, for an individual applicant (applicants in this context include State agencies):

(A) For the first \$100,000 of net eligible costs, three percent of such costs.

(B) For the next \$900,000, two percent of such costs.

(C) For the next \$4,000,000, one percent of such costs.

(D) For those costs over \$5,000,000, one-half percent of such costs.

(2) State management costs--(i) Grantee. Except for the items listed in paragraph (b)(1)(i) of this section, other administration costs shall be paid in accordance with 44 CFR 13.22. Costs of State personnel (regular time salaries only) assigned to administer the Hazard Mitigation Grant Program may be eligible when approved by the Regional Director. Such costs shall be shared in accordance with the cost share provisions of section 404 of the Act. For grantee administrative costs in the Disaster Field Office, the State shall submit a plan for the staffing of the Disaster Field Office within 5 days of the opening of the office. This staffing plan shall be in accordance with the administrative plan requirements of Sec. 206.437. After the close of the Disaster Field Office, costs of State personnel (regular time salaries only) for continuing management of the hazard mitigation grants may be eligible when approved in advance by the Regional Director. The State shall submit a plan for such staffing in advance of the requirement.

(c) Eligible indirect costs--(1) Grantee. Indirect costs of administering the disaster program are eligible in accordance with the provisions of 44 CFR part 13 and OMB Circular A-87.

(2) Subgrantee. No indirect costs of a subgrantee are separately eligible because the percentage allowance in paragraph (b)(1)(ii) of this section necessary costs of requesting, obtaining and administering Federal assistance.

Sec. 206.440 Appeals.

An eligible applicant, subgrantee, or grantee may appeal any determination previously made related to an application for or the provision of Federal assistance according to the procedures below.

(a) Format and Content. The applicant or subgrantee will make the appeal in writing through the grantee to the Regional Director. The grantee shall review and evaluate all subgrantee appeals before submission to the Regional Director. The grantee may make grantee-related appeals to the Regional Director. The appeal shall contain documented justification supporting the appellant's position, specifying the monetary figure in dispute and the provisions in Federal law, regulation, or policy with which the appellant believes the initial action was inconsistent..

(b) Levels of Appeal. (1) The Regional Director will consider first appeals for hazard mitigation grant program-related decisions under subparts M and N of this part.

(2) The Associate Director/Executive Associate Director for Mitigation will consider appeals of the Regional Director's decision on any first appeal under paragraph (b)(1) of this section.

(c) Time Limits. (1) Appellants must make appeals within 60 days after receipt of a notice of the action that is being appealed.

(2) The grantee will review and forward appeals from an applicant or subgrantee, with a written recommendation, to the Regional Director within 60 days of receipt.

(3) Within 90 days following receipt of an appeal, the Regional Director (for first appeals) or Associate Director/Executive Associate Director (for second appeals) will notify the grantee in writing of the disposition of the appeal or of the need for additional information. A request by the Regional Director or Associate Director/Executive Associate Director for additional information will include a date by which the information must be provided. Within 90 days following the receipt of the requested additional information or following expiration of the period for providing the information, the Regional Director or Associate Director/Executive Associate Director will notify the grantee in writing of the disposition of the appeal. If the decision is to grant the appeal, the Regional Director will take appropriate implementing action.

(d) Technical Advice. In appeals involving highly technical issues, the Regional Director or Associate Director/Executive Associate Director may, at his or her discretion, submit the appeal to an independent scientific or technical person or group having expertise in the subject matter of the appeal for advice or recommendation. The period for this technical review may be in addition to other allotted time periods. Within 90 days of receipt of the report, the Regional Director or Associate Director/Executive Associate Director will notify the grantee in writing of the disposition of the appeal.

(e) Transition. (1) This rule is effective for all appeals pending on and appeals from decisions issued on or after May 8, 1998, except as provided in paragraph (e)(2) of this section.

(2) Appeals pending from a decision of an Associate Director/Executive Associate Director before May 8, 1998 may be appealed to the Director in accordance with 44 CFR 206.440 as it existed before May 8, 1998.

(3) The decision of the FEMA official at the next higher appeal level shall be the final administrative decision of FEMA.

[63 FR 17111, Apr. 8, 1998]

TITLE 44--EMERGENCY MANAGEMENT AND ASSISTANCE

CHAPTER I--FEDERAL EMERGENCY MANAGEMENT AGENCY

PART 201--MITIGATION PLANNING--Table of Contents

Sec. 201.1 Purpose.

(a) The purpose of this part is to provide information on the policies and procedures for mitigation planning as required by the provisions of section 322 of the Stafford Act, 42 U.S.C. 5165.

(b) The purpose of mitigation planning is for State, local, and Indian tribal governments to identify the natural hazards that impact them, to identify actions and activities to reduce any losses from those hazards, and to establish a coordinated process to implement the plan, taking advantage of a wide range of resources.

Sec. 201.2 Definitions.

Grantee means the government to which a grant is awarded, which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. Generally, the State is the grantee. However, after a declaration, an Indian tribal government may choose to be a grantee, or may act as a subgrantee under the State. An Indian tribal government acting as grantee will assume the responsibilities of a "state", as described in this part, for the purposes of administering the grant.

Hazard mitigation means any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.

Hazard Mitigation Grant Program means the program authorized under section 404 of the Stafford Act, 42 U.S.C 5170c and implemented at 44 CFR Part 206, Subpart N, which authorizes funding for certain mitigation measures identified through the evaluation of natural hazards conducted under section 322 of the Stafford Act 42 U.S.C 5165.

Indian tribal government means any Federally recognized governing body of an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of Interior acknowledges to exist as an Indian tribe under the Federally Recognized Tribe List Act of 1994, 25 U.S.C. 479a. This does not include Alaska Native corporations, the ownership of which is vested in private individuals.

Local government is any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity.

Managing State means a State to which FEMA has delegated the authority to administer and manage the HMGP under the criteria established by FEMA pursuant to 42 U.S.C. 5170c(c). FEMA may also delegate authority to tribal governments to administer and manage the HMGP as a Managing State.

Regional Director is a director of a regional office of FEMA, or his/her designated representative.

Small and impoverished communities means a community of 3,000 or fewer individuals that is identified by the State as a rural community, and is not a remote area within the corporate boundaries of a larger city; is economically disadvantaged, by having an average per capita annual income of residents not exceeding 80 percent of national, per capita income, based on best available data; the local unemployment rate exceeds by one percentage point or more, the most recently reported, average yearly national unemployment rate; and any other factors identified in the State Plan in which the community is located.

The Stafford Act refers to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (42 U.S.C. 5121-5206).

State is any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

State Hazard Mitigation Officer is the official representative of State government who is the primary point of contact with FEMA, other Federal agencies, and local governments in mitigation planning and implementation of mitigation programs and activities required under the Stafford Act.

Subgrantee means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided. Subgrantees can be a State agency, local government, private non-profit organizations, or Indian tribal government. Indian tribal governments acting as a subgrantee are accountable to the State grantee.

Sec. 201.3 Responsibilities.

(a) *General.* This section identifies the key responsibilities of FEMA, States, and local/tribal governments in carrying out section 322 of the Stafford Act, 42 U.S.C. 5165.

(b) FEMA. The key responsibilities of the Regional Director are to:

(1) Oversee all FEMA related pre- and post-disaster hazard mitigation programs and activities;
(2) Provide technical assistance and training to State, local, and Indian tribal governments regarding the mitigation planning process;

(3) Review and approve all Standard and Enhanced State Mitigation Plans;

(4) Review and approve all local mitigation plans, unless that authority has been delegated to the State in accordance with Sec. 201.6(d);

(5) Conduct reviews, at least once every three years, of State mitigation activities, plans, and programs to ensure that mitigation commitments are fulfilled, and when necessary, take action, including recovery of funds or denial of future funds, if mitigation commitments are not fulfilled.

(c) State. The key responsibilities of the State are to coordinate all State and local activities relating to hazard evaluation and mitigation and to:

(1) Prepare and submit to FEMA a Standard State Mitigation Plan following the criteria established in Sec. 201.4 as a condition of receiving Stafford Act assistance (except emergency assistance).

(2) In order to be considered for the 20 percent HMGP funding, prepare and submit an Enhanced State Mitigation Plan in accordance with Sec. 201.5, which must be reviewed and updated, if necessary, every three years from the date of the approval of the previous plan.

(3) At a minimum, review and, if necessary, update the Standard State Mitigation Plan by November 1, 2004 and every three years from the date of the approval of the previous plan in order to continue program eligibility.

(4) Make available the use of up to the 7 percent of HMGP funding for planning in accordance with Sec. 206.434.

(5) Provide technical assistance and training to local governments to assist them in applying for HMGP planning grants, and in developing local mitigation plans.

(6) For Managing States that have been approved under the criteria established by FEMA pursuant to 42 U.S.C. 5170c(c), review and approve local mitigation plans in accordance with Sec. 201.6(d).

(d) Local governments. The key responsibilities of local governments are to:

(1) Prepare and adopt a jurisdiction-wide natural hazard mitigation plan as a condition of receiving project grant funds under the HMGP, in accordance with Sec. 201.6.

(2) At a minimum, review and, if necessary, update the local mitigation plan every five years from date of plan approval to continue program eligibility.

(e) Indian tribal governments. Indian tribal governments will be given the option of applying directly to us for Hazard Mitigation Grant Program funding, or they may choose to apply through the State. If they apply directly to us, they will assume the responsibilities of the State, or grantee, and if they apply through the State, they will assume the responsibilities of the local government, or subgrantee.

[67 FR 8848, Feb. 26, 2002, as amended at 67 FR 61515, Oct. 1, 2002]

Sec. 201.4 Standard State Mitigation Plans.

(a) Plan requirement. By November 1, 2004, States must have an approved Standard State Mitigation plan meeting the requirements of this section in order to receive assistance under the Stafford Act, although assistance authorized under disasters declared prior to November 1, 2004 will continue to be made available. Until that date, existing, FEMA approved State Mitigation Plans will be accepted. In any case, emergency assistance provided under 42 U.S.C 5170a, 5170b, 5173, 5174, 5177, 5179, 5180, 5182, 5183, 5184, 5192 will not be affected. The mitigation plan is the demonstration of the State's commitment to reduce risks from natural hazards and serves as a guide for State decision makers as they commit resources to reducing the effects of natural hazards. States may choose to include the requirements of the HMGP Administrative Plan in their mitigation plan, but must comply with the updates, amendments or revisions requirement listed under 44 CFR 206.437.

(b) Planning process. An effective planning process is essential in developing and maintaining a good plan. The mitigation planning process should include coordination with other State agencies, appropriate Federal agencies, interested groups, and be integrated to the extent possible with other ongoing State planning efforts as well as other FEMA mitigation programs and initiatives.

(c) Plan content. To be effective the plan must include the following elements:

(1) Description of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how other agencies participated.

(2) Risk assessments that provide the factual basis for activities proposed in the strategy portion of the mitigation plan. Statewide risk assessments must characterize and analyze natural hazards and risks to provide a statewide overview. This overview will allow the State to compare potential losses throughout the State and to determine their priorities for implementing mitigation measures under the strategy, and to prioritize jurisdictions for receiving technical and financial support in developing more detailed local risk and vulnerability assessments. The risk assessment shall include the following:

(i) An overview of the type and location of all natural hazards that can affect the State, including information on previous occurrences of hazard events, as well as the probability of future hazard events, using maps where appropriate;

(ii) An overview and analysis of the State's vulnerability to the hazards described in this paragraph (c)(2), based on estimates provided in local risk assessments as well as the State risk assessment. The State shall describe vulnerability in terms of the jurisdictions most threatened by the identified hazards, and most vulnerable to damage and loss associated with hazard events. State owned critical or operated facilities located in the identified hazard areas shall also be addressed;

(iii) An overview and analysis of potential losses to the identified vulnerable structures, based on estimates provided in local risk assessments as well as the State risk assessment. The State shall estimate the potential dollar losses to State owned or operated buildings, infrastructure, and critical facilities located in the identified hazard areas.

(3) A Mitigation Strategy that provides the State's blueprint for reducing the losses identified in the risk assessment. This section shall include:

(i) A description of State goals to guide the selection of activities to mitigate and reduce potential losses.

(ii) A discussion of the State's pre- and post-disaster hazard management policies, programs, and capabilities to mitigate the hazards in the area, including: an evaluation of State laws, regulations, policies, and programs related to hazard mitigation as well as to development in hazard-prone areas; a discussion of State funding capabilities for hazard mitigation projects; and a general description and analysis of the effectiveness of local mitigation policies, programs, and capabilities.

(iii) An identification, evaluation, and prioritization of cost-effective, environmentally sound, and technically feasible mitigation actions and activities the State is considering and an explanation of how each activity contributes to the overall mitigation strategy. This section should be linked to local plans, where specific local actions and projects are identified.

(iv) Identification of current and potential sources of Federal, State, local, or private funding to implement mitigation activities.

(4) A section on the Coordination of Local Mitigation Planning that includes the following:

(i) A description of the State process to support, through funding and technical assistance, the development of local mitigation plans.

(ii) A description of the State process and timeframe by which the local plans will be reviewed, coordinated, and linked to the State Mitigation Plan.

(iii) Criteria for prioritizing communities and local jurisdictions that would receive planning and project grants under available funding programs, which should include consideration for communities with the highest risks, repetitive loss properties, and most intense development pressures. Further, that for non-planning grants, a principal criterion for prioritizing grants shall be the extent to which benefits are maximized according to a cost benefit review of proposed projects and their associated costs.

(5) A Plan Maintenance Process that includes:

(i) An established method and schedule for monitoring, evaluating, and updating the plan.

(ii) A system for monitoring implementation of mitigation measures and project closeouts.

(iii) A system for reviewing progress on achieving goals as well as activities and projects identified in the Mitigation Strategy.

(6) A Plan Adoption Process. The plan must be formally adopted by the State prior to submittal to us for final review and approval.

(7) Assurances. The plan must include assurances that the State will comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding, in compliance with 44 CFR 13.11(c). The State will amend its plan whenever necessary to reflect changes in State or Federal laws and statutes as required in 44 CFR 13.11(d).

(d) Review and updates. Plan must be reviewed and revised to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities and resubmitted for approval to the appropriate Regional Director every three years. The Regional review will be

completed within 45 days after receipt from the State, whenever possible. We also encourage a State to review its plan in the post-disaster timeframe to reflect changing priorities, but it is not required.

Sec. 201.5 Enhanced State Mitigation Plans.

(a) A State with a FEMA approved Enhanced State Mitigation Plan at the time of a disaster declaration is eligible to receive increased funds under the HMGP, based on twenty percent of the total estimated eligible Stafford Act disaster assistance. The Enhanced State Mitigation Plan must demonstrate that a State has developed a comprehensive mitigation program, that the State effectively uses available mitigation funding, and that it is capable of managing the increased funding. In order for the State to be eligible for the 20 percent HMGP funding, FEMA must have approved the plan within three years prior to the disaster declaration.

(b) Enhanced State Mitigation Plans must include all elements of the Standard State Mitigation Plan identified in Sec. 201.4, as well as document the following:

(1) Demonstration that the plan is integrated to the extent practicable with other State and/or regional planning initiatives (comprehensive, growth management, economic development, capital improvement, land development, and/or emergency management plans) and FEMA mitigation programs and initiatives that provide guidance to State and regional agencies.

(2) Documentation of the State's project implementation capability, identifying and demonstrating the ability to implement the plan, including:

(i) Established eligibility criteria for multi-hazard mitigation measures.

(ii) A system to determine the cost effectiveness of mitigation measures, consistent with OMB Circular A-94, Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs, and to rank the measures according to the State's eligibility criteria.

(iii) Demonstration that the State has the capability to effectively manage the HMGP as well as other mitigation grant programs, including a record of the following:

(A) Meeting HMGP and other mitigation grant application timeframes and submitting complete, technically feasible, and eligible project applications with appropriate supporting documentation;

(B) Preparing and submitting accurate environmental reviews and benefit-cost analyses;

(C) Submitting complete and accurate quarterly progress and financial reports on time; and

(D) Completing HMGP and other mitigation grant projects within established performance periods, including financial reconciliation.

(iv) A system and strategy by which the State will conduct an assessment of the completed mitigation actions and include a record of the effectiveness (actual cost avoidance) of each mitigation action.

(3) Demonstration that the State effectively uses existing mitigation programs to achieve its mitigation goals.

(4) Demonstration that the State is committed to a comprehensive state mitigation program, which might include any of the following:

(i) A commitment to support local mitigation planning by providing workshops and training, State planning grants, or coordinated capability development of local officials, including Emergency Management and Floodplain Management certifications.

(ii) A statewide program of hazard mitigation through the development of legislative initiatives, mitigation councils, formation of public/private partnerships, and/or other executive actions that promote hazard mitigation.

(iii) The State provides a portion of the non-Federal match for HMGP and/or other mitigation projects.

(iv) To the extent allowed by State law, the State requires or encourages local governments to use a current version of a nationally applicable model building code or standard that addresses natural hazards as a basis for design and construction of State sponsored mitigation projects.

(v) A comprehensive, multi-year plan to mitigate the risks posed to existing buildings that have been identified as necessary for post-disaster response and recovery operations.

(vi) A comprehensive description of how the State integrates mitigation into its post-disaster recovery operations.

(c) Review and updates.

(1) A State must review and revise its plan to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities, and resubmit it for approval to the appropriate Regional Director every three years. The Regional review will be completed within 45 days after receipt from the State, whenever possible.

(2) In order for a State to be eligible for the 20 percent HMGP funding, the Enhanced State Mitigation plan must be approved by FEMA within the three years prior to the current major disaster declaration.

Sec. 201.6 Local Mitigation Plans.

The local mitigation plan is the representation of the jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding.

(a) Plan requirements. (1) For disasters declared after November 1, 2004, a local government must have a mitigation plan approved pursuant to this section in order to receive HMGP project grants. Until November 1, 2004, local mitigation plans may be developed concurrent with the implementation of the HMGP project grant.

(2) By November 1, 2003, local governments must have a mitigation plan approved pursuant to this section in order to receive a project grant through the Pre-Disaster Mitigation (PDM) program, authorized under Sec. 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5133. PDM planning grants will continue to be made available to all local governments after this time to enable them to meet the requirements of this section.

(3) Regional Directors may grant an exception to the plan requirement in extraordinary circumstances, such as in a small and impoverished community, when justification is provided. In these cases, a plan will be completed within 12 months of the award of the project grant. If a plan is not provided within this timeframe, the project grant will be terminated, and any costs incurred after notice of grant's termination will not be reimbursed by FEMA.

(4) Multi-jurisdictional plans (e.g. watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan. State-wide plans will not be accepted as multi-jurisdictional plans.

(b) Planning process. An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:

(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;

(2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and

(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

(c) Plan content. The plan shall include the following:

(1) Documentation of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

(2) A risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Local risk assessments must provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. The risk assessment shall include:

(i) A description of the type, location, and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.

(ii) A description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community. The plan should describe vulnerability in terms of:

(A) The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;

(B) An estimate of the potential dollar losses to vulnerable structures identified in paragraph (c)(2)(i)(A) of this section and a description of the methodology used to prepare the estimate;

(C) Providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.

(iii) For multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

(3) A mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. This section shall include:

(i) A description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.

(ii) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.

(iii) An action plan describing how the actions identified in paragraph (c)(2)(ii) of this section will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.

(iv) For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.

(4) A plan maintenance process that includes:

(i) A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

(ii) A process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

(iii) Discussion on how the community will continue public participation in the plan maintenance process.

(5) Documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County Commissioner, Tribal Council). For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

(d) Plan review. (1) Plans must be submitted to the State Hazard Mitigation Officer for initial review and coordination. The State will then send the plan to the appropriate FEMA Regional Office for formal review and approval.

(2) The Regional review will be completed within 45 days after receipt from the State, whenever possible.

(3) Plans must be reviewed, revised if appropriate, and resubmitted for approval within five years in order to continue to be eligible for HMGP project grant funding.

(4) Managing States that have been approved under the criteria established by FEMA pursuant to 42 U.S.C. 5170c(c) will be delegated approval authority for local mitigation plans, and the review will be based on the criteria in this part. Managing States will review the plans within 45 days of receipt of the plans, whenever possible, and provide a copy of the approved plans to the Regional Office.

Appendix 2

Mitigation Programs
Fact Sheets



FACT SHEET

HAZARD MITIGATION GRANT PROGRAM

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

As a result of a presidential declaration of a major disaster, the state of Washington will be administering and helping to fund a Hazard Mitigation Grant Program. This program is authorized by Section 404 of Public Law 93-288, as amended, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. It is one part of the package of federal disaster assistance made available to eligible applicants statewide.

PURPOSE OF THE PROGRAM:

The Hazard Mitigation Grant Program (HMGP) is a program to fund projects that will reduce or eliminate the effects (costs) of hazards and/or vulnerability to future disaster damage. Unlike the Federal Emergency Management Agency's (FEMA's) more familiar public agency disaster assistance program that helps pay for the permanent repair and restoration of existing facilities, the HMGP goes beyond simply fixing the damage. The HMGP will, within the limits of state and federal guidelines, help to fund a wide range of new projects that reduce hazard vulnerability and the potential of damage.

ELIGIBLE APPLICANTS:

State Government
Local Governments

Registered Nonprofit Organizations with Like-
Government services and facilities

Special Districts
Indian Tribes

(Applicants must be jurisdictions that are participating and in good standing in the National Flood Insurance Program [NFIP] or located in a community that is.)

FUNDING CONSTRAINTS:

The grants will be made available to eligible applicants on a **competitive** basis and will be on the following cost share: 75% - Federal, 25% - Non federal (applicant and state normally split). The total amount for the Hazard Mitigation Grant Program is limited. According to the current law, FEMA may contribute up to 20 percent of the amount that it will spend under the disaster assistance programs. In order to select projects for funding, all proposals will be evaluated against state and federal program criteria. Some of the general criteria are listed below.

GRANT PROCESS:

- State conducts applicant briefings in impacted communities following disaster declaration.
- "Letters of Intent" (LOI) to participate in the program are submitted by eligible applicants.
- Following review of LOI's, HMGP applications are mailed to eligible applicants. Actual deadlines for return of applications to the state vary by disaster.
- Applications are reviewed for eligibility and site visits conducted as required. Applications are evaluated and scored by a work group of state and local representatives. Local representatives are from outside the declared disaster area(s).
- Projects are recommended to FEMA for approval and funding based upon score and available funds.
- Upon notification of approval and funding, grant agreement between the state and applicant is developed.

TYPES OF PROJECTS THAT CAN BE FUNDED:

Following are examples of projects the HMGP can be used to fund:

- Structural hazard control, such as debris basins and retention ponds;
- Retrofitting, such as seismic, flood proofing and elevating to protect structures from future damage;
- Acquisition and relocation of structures from hazard-prone areas;
- Construction activities that will result in protection from hazards; and

Generally the project should:

- Substantially reduce the risk of future damage, hardship, loss, or suffering from a major disaster;
- Have a beneficial impact in the designated disaster area;
- Conform with federal floodplain, wetland, and environmental regulations;
- Solve a problem, or part of a problem when there is assurance that the whole project will be completed;
- Be cost-effective in that it addresses a problem that is repetitive or that poses a significant risk if left unsolved;
- Contribute substantially to the problem's long-term solution;
- Provide cost-effective protection over the expected project life;
- Have manageable future maintenance requirements;
- Be determined to be the most practical, effective, and environmentally sound alternative among the possible options;
- Conform to the goals of the Growth Management Act; and
- Have the documented support of the local community.

Some of the reasons that projects / applications have been determined to be ineligible:

- Project application fails to meet requirements under the National Environmental Policy Act (NEPA) for adequate public involvement in the development of the alternatives.
- Project is for operation and maintenance versus disaster related mitigation.
- Project is the responsibility of another federal agency such as the U.S. Army Corps of Engineers, the Natural Resources Conservation Service, and FEMA's Public Assistance Program;
- Project is the result of deferred maintenance versus natural hazard related;
- Project has an inadequate cost/benefit ratio; and
- When HMGP Project is part of a larger effort, no assurance is made that the whole project will be completed.

Hazard Mitigation Grant Program
State of Washington Military Department
Emergency Management Division
MS: TA-20, Building 20
Camp Murray, Washington 98430-5122

For further information, write us at the above address or call the State Hazard Mitigation Program at (253) 512-7073.



FACT SHEET

PRE-DISASTER MITIGATION Competitive (PDMc) GRANT PROGRAM

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

The Pre-Disaster Mitigation Program (PDM) is made available to states on an annual basis. The State is the administrator of the PDM program and is responsible for recommending to the National Review Panel, applications for funding from the applicants submitted by eligible communities within the State.

The PDM program was authorized by §203 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act), 42 U.S.C. 5133, as amended by §102 of the Disaster Mitigation Act of 2000 (DMA), to provide technical and financial assistance to States and local governments, including Indian Tribal governments, to assist in the implementation of pre-disaster hazard mitigation measures that are cost-effective and are designed to reduce injuries, loss of life, and damage and destruction of property, including damage to critical services and facilities under the jurisdiction of the States or local governments. The DMA emphasizes the importance of strong State and local planning and comprehensive program management at the State level

For FY 2003, FEMA has established a National priority to fund mitigation projects that address NFIP repetitive flood loss properties. More specifically, the emphasis is on addressing repetitive flood loss properties identified in the Pilot NFIP Repetitive Loss Properties List. However, the state of Washington intends to support and recommend to FEMA any cost-effective mitigation projects that meet the selection criteria from eligible jurisdictions regardless of the hazard.

Mitigation Planning: Mitigation planning activities, including the development of risk assessments for mitigation plans, planning assistance and delivery of planning workshops, may be submitted for approval through the competitive process to develop State, Tribal, and local multi-hazard mitigation plans that meet planning criteria outlined in 44 CFR Part 201 pursuant to §322 of the Stafford Act. Countywide or multi-jurisdictional plans may be submitted for funding since many mitigation issues are better resolved by evaluating hazards in a more comprehensive fashion, but multi-jurisdictional plans must be adopted by all jurisdictions covered by the plan. Mitigation planning activities must focus primarily on natural hazards but also may address hazards caused by non-natural forces.

Mitigation Projects: Multi-hazard mitigation projects must primarily focus on natural hazards but also may address hazards caused by non-natural forces. **Funding is currently restricted to a maximum of \$3M Federal share per project.** The following are eligible mitigation projects:

- Acquisition or relocation of hazard-prone property for conversion to open space in perpetuity;
- Structural and non-structural retrofitting of existing buildings and facilities (including designs and feasibility studies when included as part of the construction project) for wildfire, seismic, wind or flood hazards (e.g., elevation, floodproofing, storm shutters, hurricane clips);
- Minor structural hazard control or protection projects that may include vegetation management, stormwater management (e.g., culverts, floodgates, retention basins), or shoreline/landslide stabilization; and,
- Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities and that do not constitute a section of a larger flood control system.

Minimum Mitigation Project Requirements

Projects should be technically feasible. Additionally, Mitigation projects also must meet the following criteria:

1. Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster, consistent with 44 CFR 206.434(c)(5) and related guidance, and have a Benefit-Cost Analysis that results in a benefit-cost ratio of 1.0 or greater
Mitigation projects with a benefit-cost ratio less than 1.0 will not be considered for the PDM competitive grant program;
2. Be in conformance with the current FEMA-approved State Hazard Mitigation Plan;
3. Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed, consistent with 44 CFR 206.434(b)(4);
4. Be in conformance with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, consistent with 44 CFR 206.434(c)(3);
5. Not duplicate benefits available from another source for the same purpose, including assistance that another Federal agency or program has the primary authority to provide (see Section VII.C. Duplication of Benefits and Programs);
6. Be located in a community that is participating in, and in good standing with, the NFIP if they have been identified through the NFIP as having a Special Flood Hazard Area (a FHBM or FIRM has been issued). Must be verified by the Department of Ecology.
7. Meet the requirements of Federal, State, and local laws.

Ineligible Mitigation Projects

The following mitigation projects are **not** eligible for the PDM program:

- Major flood control projects such as dikes, levees, floodwalls, seawalls, groins, jetties, dams, waterway channelization, beach nourishment or renourishment;
- Warning systems;
- Engineering designs that are not integral to a proposed project;
- Feasibility studies that are not integral to a proposed project;
- Drainage studies that are not integral to a proposed project;
- Generators that are not integral to a proposed project;
- Phased or partial projects;
- Flood studies or flood mapping; and,
- Response and communication equipment.

If you need additional information please contact Martin E. Best, State Hazard Mitigation Programs Manager, at (253) 512-7073 or by email at m.best@emd.wa.gov

Appendix 3

Mitigation Programs
Applicant “Letters of Intent”



PROJECT LETTER OF INTENT

HAZARD MITIGATION GRANT PROGRAM

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

PRESIDENTIAL DISASTER DECLARATION (FEMA-XXXX-DR-WA)

Event & Date

The purpose of this form is to establish your jurisdiction's interest in the State Hazard Mitigation Grant Program and to identify projects that are a priority for your jurisdiction to reduce or eliminate future emergency or disaster costs.

Applicant Type:		
<input type="checkbox"/> State Government	<input type="checkbox"/> Local Government	<input type="checkbox"/> Indian Tribe
<input type="checkbox"/> Special Purpose District	<input type="checkbox"/> Private Non-Profit Organization	<input type="checkbox"/> Other _____

Name/Address of Jurisdiction:

Contact Person:

Phone Number:

Email:

Cost of Project (estimated):

\$

County of Jurisdiction:

This is NOT the Public Assistance (permanent repair and restoration) program. The Hazard Mitigation Program does not pay for repair work.

1. What is the **Natural Hazard** that you intend to address? _____

2. What are your **Risks** from this hazard? _____

3. What are the subsequent negative impacts of these risks upon your built environment? _____

4. How do you propose to resolve the impacts of the hazard upon your built environment? _____

5. How will this project solve your disaster related problem? _____

Hazard Mitigation Grant Program

6. Estimated quantifiable benefit of this project*: \$_____
- *This can include previous damages, future damages mitigated, and property value losses prevented.
7. Source of Local Share: _____ (at least 12.5% of estimated costs)
8. What is the Life of the project (in years)? _____
9. Is this site covered or connected to a Project Worksheet under (Public Assistance Program) Repair and Restoration Program of PL 93-288, as amended? ☐ Yes ☐ No
- Project Worksheet # _____
10. Do you intend to apply for a Hazard Mitigation Planning Grant? ☐ Yes ☐ No

Please answer the following yes or no questions to determine if your **project** will be eligible for consideration for a Hazard Mitigation Grant. Does the project:

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| 1. Substantially reduces the risk of future damage, hardship, loss, or suffering from a hazard? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Address a problem that is repetitive or that poses a significant risk if left unsolved? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Contributes substantially to a long-term solution? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Provide cost effective protection over the expected project life? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Conforms to federal and state environmental regulations? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. Has manageable future maintenance requirements? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. Reflects the most practical, effective and environmentally sound solution from among all alternatives considered. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

If you have answered No to any of the above questions, your project may not be eligible for a Hazard Mitigation Grant.

Additionally, is your jurisdiction participating and in good standing in the National Flood Insurance Program (NFIP)?

☐ Yes ☐ No

Is your community in compliance with the Growth Management Act (GMA)?

☐ Yes ☐ No

If either answer is **No**, your project can **not** be considered.

PLEASE RETURN THIS FORM NO LATER THAN: February , 200X

Return Address: State Hazard Mitigation Office
Washington State Military Department
Emergency Management Division
MS: TA-20, Building 20
Camp Murray, WA 98430-5122

Email: m.best@emd.wa.gov

This is NOT an application. You will be contacted and sent an application at a later date in the near future. If you have any questions, contact the State Hazard Mitigation Office at (253) 512-7073.



PLANNING LETTER OF INTENT HAZARD MITIGATION GRANT PROGRAM

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

PRESIDENTIAL DISASTER DECLARATION (FEMA-XXXX-DR-WA)

Event & Date

The purpose of this form is to establish your jurisdiction's interest in applying for a planning grant through the State Hazard Mitigation Grant Program.

Applicant Type:		
<input type="checkbox"/> State Government	<input type="checkbox"/> Local Government	<input type="checkbox"/> Indian Tribe
<input type="checkbox"/> Special Purpose District	<input type="checkbox"/> Private Non-Profit Organization	<input type="checkbox"/> Other _____

Name/Address of Jurisdiction:

Contact Person:

Phone Number:

Email:

County of Jurisdiction:

Cost of Plan (estimated): \$ _____

Source of Local Match
(12.5% Min.): _____

1. What are the **Hazards** that affect your jurisdiction? _____

2. What are your **Risks** and **Impacts** of these hazards upon your jurisdiction? _____

3. Are these hazards identified in your current local plan? _____
4. How will the plan help resolve the impacts of the hazards upon your jurisdiction? _____

5. Additionally, is your jurisdiction participating and in good standing in the National Flood Insurance Program (NFIP)? ☐ Yes ☐ No
Is your community in compliance with the Growth Management Act (GMA)? ☐ Yes ☐ No
If either answer is **No**, your project can **not** be considered

PLEASE RETURN THIS FORM NO LATER THAN:

February 200X

Return Address:

State Hazard Mitigation Office
Washington State Military Department
Emergency Management Division
MS: TA-20, Building 20
Camp Murray, WA 98430-5122

Email:

m.best@emd.wa.gov

This is NOT an application. You will be contacted and sent an application at a later date in the near future. If you have any questions, contact the State Hazard Mitigation Office at (253) 512-7073.



PROJECT LETTER OF INTENT

Pre-Disaster Mitigation Program – Competitive (PDMc)

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

The purpose of this form is to establish your jurisdiction's interest in the Pre-Disaster Mitigation – Competitive (PDMc) grant process and to identify projects that are a priority for your jurisdiction to reduce or eliminate future emergency or disaster costs.

Applicant Type:		
<input type="checkbox"/> State Government	<input type="checkbox"/> Local Government	<input type="checkbox"/> Indian Tribe
<input type="checkbox"/> Special Purpose District	<input type="checkbox"/> Other _____	

Name/Address of Jurisdiction:

Contact Person:

Phone Number:

Email:

Cost of Project (estimated):

\$

Benefits of Project

(estimated):

\$

County of Jurisdiction:

1. What is the **Natural Hazard** that you intend to address? _____

2. What are your **Risks** from this hazard? _____

3. What are the subsequent negative impacts of these risks upon your built environment? _____

4. How do you propose to resolve the impacts of the hazard upon your built environment? _____

5. How will this project solve your disaster related problem? _____

Pre-Disaster Mitigation – Competitive (PDMc)

6. Estimated quantifiable benefit of this project*: \$_____

*This can include previous damages, future damages mitigated, and property value losses prevented.

7. Source of Local Share: _____ (at least 25% of estimated costs)

8. What is the Life of the project (in years)? _____

Please answer the following yes or no questions to determine if your **project** will be eligible for consideration for a Hazard Mitigation Grant. Does the project:

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| 1. Substantially reduces the risk of future damage, hardship, loss, or suffering from a hazard? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Address a problem that is repetitive or that poses a significant risk if left unsolved? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Contributes substantially to a long-term solution? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Provide cost effective protection over the expected project life? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Conforms to federal and state environmental regulations? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. Has manageable future maintenance requirements? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. Reflects the most practical, effective and environmentally sound solution from among all alternatives considered. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

If you have answered No to any of the above questions, your project may not be eligible for a Hazard Mitigation Grant.

Additionally, is your jurisdiction participating and in good standing in the National Flood Insurance Program (NFIP)?

☐ Yes ☐ No

Is your community in compliance with the Growth Management Act (GMA)?

☐ Yes ☐ No

If either answer is **No**, your project can **not** be considered.

PLEASE RETURN THIS FORM NO LATER THAN:

June 1, 200X

Return Address:

State Hazard Mitigation Office
Washington State Military Department
Emergency Management Division
MS: TA-20, Building 20
Camp Murray, WA 98430-5122

Email:

m.best@emd.wa.gov

This is NOT an application. You will be contacted and sent an application at a later date in the near future. If you have any questions, contact the State Hazard Mitigation Office at (253) 512-7073.



PLANNING LETTER OF INTENT HAZARD MITIGATION GRANT PROGRAM

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

PRESIDENTIAL DISASTER DECLARATION (FEMA-XXXX-DR-WA)

Event & Date

The purpose of this form is to establish your jurisdiction's interest in applying for a planning grant through the State Hazard Mitigation Grant Program.

Applicant Type:		
<input type="checkbox"/> State Government	<input type="checkbox"/> Local Government	<input type="checkbox"/> Indian Tribe
<input type="checkbox"/> Special Purpose District	<input type="checkbox"/> Private Non-Profit Organization	<input type="checkbox"/> Other _____

Name/Address of Jurisdiction:

Contact Person:

Phone Number:

Email:

County of Jurisdiction:

Cost of Plan (estimated): \$ _____

Source of Local Match
(12.5% Min.): _____

1. What are the **Hazards** that affect your jurisdiction? _____

2. What are your **Risks** and **Impacts** of these hazards upon your jurisdiction? _____

3. Are these hazards identified in your current local plan? _____
4. How will the plan help resolve the impacts of the hazards upon your jurisdiction? _____

5. Additionally, is your jurisdiction participating and in good standing in the National Flood Insurance Program (NFIP)? ☐ Yes ☐ No
Is your community in compliance with the Growth Management Act (GMA)? If either answer is **No**, your project can **not** be considered ☐ Yes ☐ No

PLEASE RETURN THIS FORM NO LATER THAN:

February 200X

Return Address:

State Hazard Mitigation Office
Washington State Military Department
Emergency Management Division
MS: TA-20, Building 20
Camp Murray, WA 98430-5122

Email:

m.best@emd.wa.gov

This is NOT an application. You will be contacted and sent an application at a later date in the near future. If you have any questions, contact the State Hazard Mitigation Office at (253) 512-7073.

Appendix 4

Mitigation Programs
Applications



WASHINGTON STATE
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20 Building 20
Camp Murray, Washington 98430-5122

HAZARD MITIGATION GRANT PROGRAM GRANT PROGRAM

ALL HAZARDS PLANNING GRANT



DATED MATERIAL

This application MUST be received by **April 15th, 200X**, *be considered eligible for possible funding*

WASHINGTON STATE
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20 Building 20
Camp Murray, Washington 98430-5122

**HAZARD MITIGATION GRANT PROGRAM
(HMGP)
ALL HAZARDS PLANNING GRANT**

The following checklist is designed to help the applicant ensure **ALL** portions of the application are completed. Applicants must complete each section listed below to be considered for Hazard Mitigation Grant Program (HMGP) funding. HMGP will not evaluate incomplete applications. **If narrative questions are answered on separate sheets, the applicant must label these with the appropriate section and question number. Any questions may be directed to the State Hazard Mitigation Office at (253) 512-7073.**

1. Applicant Data..... _____
2. Applicant's Agent Information..... _____
3. Resolution Designating the Applicant's Agent..... _____
4. Project Description _____
5. Eligibility Requirements _____
6. Notification and Public Involvement _____
7. Project Budget and Funding Sources _____
8. Estimated Schedule for Project Completion..... _____
9. Certifications and Assurances..... _____



WASHINGTON STATE
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
Building 20
Camp Murray, Washington 98430-5122

**HAZARD MITIGATION GRANT PROGRAM
ALL HAZARDS PLANNING GRANT**

Effective November 1, 2004*, all potential applicants for the federal sponsored mitigation grant programs must have an adopted natural hazards mitigation plan approved by the Federal Emergency Management Agency (FEMA). At the state level, priority will be given to regional planning efforts, as well as those requests submitted by jurisdictions with land-use and building code authority. At this point in time, only the mitigation programs are impacted by a jurisdictions plan status.

**For the Pre-Disaster Mitigation (PDM) program the plan date is November 1, 2003.*

SECTION 1. APPLICANT DATA.

Applicant Name: _____

County: _____

Plan Title: _____

Federal Tax ID #: _____

Basis of Applicant Eligibility:

☐ State Government (Agency Name: _____)

☐ Local Government

☐ Special Purpose District

☐ Indian Tribe

☐ Registered Private Nonprofit with Like Government Services and Critical Facilities

SECTION 2. APPLICANT'S AGENT INFORMATION.

A resolution, or other formal method of designation, specifically naming the applicant agent for the Hazard Mitigation Grant Program must be included in this application in order to be considered eligible.

The Applicant Agent is the designated contact whom the jurisdiction has authorized to apply for and receive grant funding. **For clear and direct communication, jurisdictions may want to make this the same person who will have planning management responsibility if grant funding is awarded.** To provide continuity and ease of grant administration, the Washington State Military Department, Emergency Management Division, would like to work with a single point of contact throughout the application, award, and reimbursement processes. A formal designation of an Applicant Agent may be made using the enclosed form, or by any method normally used by your jurisdiction.

Applicant Agent Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____
County: _____

Alternate Applicant Agent Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____
County: _____

Lead Planner Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____

SECTION 3 RESOLUTION DESIGNATING APPLICANT AGENT

For the state of Washington Hazard Mitigation Grant Program Planning Grant application

BE IT RESOLVED THAT

(Print Name and Title)

OR HIS/HER ALTERNATE:

(Print Name and Title)

is hereby authorized to execute for and on behalf of _____, a local government entity, state agency, special purpose district, tribe, or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under the Disaster Mitigation Act of 2000 (DMA2K).

THAT the _____ hereby authorizes its agent to provide to the State Emergency Management Division for all matters concerning such state disaster mitigation assistance the assurances and agreements required.

Passed and approved this _____ day of _____, 20_____.

(CEO Signature and Title)

CERTIFICATION

I, _____ duly appointed as _____
(Name) (Title)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the

_____ of the _____

on the _____ day of _____, 20_____.

(Signature)

A. Applicant's Jurisdiction: _____

Federal _____ State _____

D. Please provide the date of your most recent National Flood Insurance Program (NFIP) Community Assistance Visit (CAV): _____

*In order to be considered, **please provide certification** from the Washington State Department of Ecology NFIP State Coordinator that your community currently has NO outstanding NFIP or CAV issues/violations.*

F. Please describe why this planning grant is essential to your community. (Example: *No other funding has been made available to any community in the County for a 322 plan. We are the only community in County requesting funds and will ensure a regional planning approach and we desire to actively address mitigation strategies*).

SECTION 5. PLANNING SCOPE NARRATIVE.

Your local mitigation plan is the representation of your jurisdiction's commitment to reduce the risks from natural hazards. The mitigation plan serves as a guide for your decision makers as they commit resources to reducing the effects of natural hazards. At the state level, we will use local plans as one of the factors when providing technical assistance and during the mitigation grant selection process.

The following are the scored elements. Additionally they are the minimum elements required by the Federal Emergency Management Agency (FEMA) for all local plans in order for local jurisdictions to be eligible for future mitigation project grants and grant funds.

Please address each of the following issues in a narrative format and describe your strategy on how you intend to address each of the following items during the planning process.

- A. **The Planning Process.** An open public involvement process is essential to the development of an effective plan. FEMA requires a more comprehensive approach to this effort and requires that each jurisdiction's planning process must include the following information. In a narrative format, **please describe how you will:**
1. Provide the public an opportunity to comment on the plan during the drafting stage and prior to plan approval.
 2. Provide an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as business, academia and other private non-profit interests to be involved in the planning process.
 3. Incorporate any existing plan, studies, reports, and technical information into your planning process.
- B. **A Risk Assessment** that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Your plan must provide sufficient information to enable you to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. Please provide the following:
1. Do you currently have a complete **risk** assessment? Yes____ No____
 - a. If yes, does it contain a description of the type, location, and extent of all natural hazards that can affect your jurisdiction? If not complete, what hazards are missing?
 - b. If no, please describe how you will complete your risk assessment.
 - c. Please provide information on previous occurrences of hazard events and the probability of future hazard events.

2. Have you completed a **vulnerability** assessment for the hazards identified in your risk assessment? Yes____ No____

a. If yes, does it contain the following:

- (1) The types and numbers of existing and future buildings, infrastructure and critical facilities located in the identified hazard areas;
- (2) An estimate of the potential dollar losses to vulnerable structures you have identified and a description of the methodology used to develop this estimate;
- (3) Provide a general description of land uses and development trends within your community so that mitigation options can be considered in future land use decisions.

b. If no, please describe how you will complete the above elements of a vulnerability assessment.

NOTE: For multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

C. The next required element of the 322 plan is a **Mitigation Strategy** which provides your jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. Please describe how you will accomplish the following:

1. Does your jurisdiction currently have a mitigation strategy? Yes____ No____

a. If yes, does it include a description of local mitigation goals and objectives with proposed strategies, programs, and actions to reduce or avoid long term vulnerabilities to the identified hazards?

b. If no, please describe how you will develop these goals, objectives, strategies, and programs.

2. Have you conducted an analysis of a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each identified hazard, with particular emphasis on new and existing buildings and infrastructure? Yes____ No____

a. If yes, please include a summary

b. If no, please describe how you will complete your analysis and what areas it will cover.

c. Please describe how you will develop an action plan describing the actions in 2 above, how they will be prioritized and implemented.

3. Have you developed a set of specific cost effective mitigation projects that will reduce damages from future disasters? Yes____ No____
 - a. If yes, please provide a summary of how you identified and prioritized these actions.
 - b. If no, please describe what types of projects you might consider and how you would prioritize them.
4. Please describe how these actions will support the mitigation goals and priorities of the community.
5. Does your community have a process to reduce the number of NFIP target repetitive loss properties in your community? Yes____ No____
 - a. If yes, please provide a summary of your process
 - b. If no, please describe how you will address the repetitive flood loss issue in you community
6. Please describe how your community is committed to reducing damages from future natural disasters through the development of partnerships with businesses, academia and other private and non-profit interests able to provide financial or technical assistance in support of the community's mitigation goals and priorities. Please give specific examples of any current activities.
7. Please provide a general description of development trends within the community and a discussion of actions to mitigate disaster losses in these areas.
8. Will your plan require any interagency agreements to implement?

D. **A Plan Maintenance Process.** Please describe how you will address each of the following during the planning process:

1. A section describing the established method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
2. A process by which you will incorporate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans.

3. Discussion on how the community will maintain public participation in the planning process.
 4. Plans for formal adoption of the plan by the community.
 5. A section describing how the local plan will be implemented and administered by the local government including discussion of how officials will approach and manage mitigation actions involving the acquisition of private property
- E. Describe your jurisdiction's current compliance with the Growth Management Act, to include the development and adoption of Critical Area Ordinances (CAOs). We will need documentation of the formal GMA plan adoption (where applicable) and CAOs adoption.
- F. What mitigation activities, (if any), has your jurisdiction completed in the past?
- G. If Pre-Disaster Mitigation Grant Program planning assistance is not provided or delayed, what impact will this have on your ability to develop your plan?

SECTION 6. PUBLIC NOTIFICATION AND INVOLVEMENT.

- A. Please provide documentation of how the public was notified of your intent to apply for this grant.

SECTION 7. PLANNING BUDGET AND FUNDING SOURCES.

- | | | |
|----|--|----------|
| A. | Hazard Inventory | \$ _____ |
| | Review & Summary of Existing Plans | \$ _____ |
| | Development of Mitigation Strategies | \$ _____ |
| | Completion of Public Involvement Process | \$ _____ |
| | Plan Review Process | \$ _____ |

Estimated **Total Plan Development Costs (Proposed Budget):** \$ _____

B. Non-Applicant (Outside Sources) Project Funds

1. Identify other funding you have **applied** for and the status of that application or award (verified in writing whenever possible). If you have not applied for other funding sources, please explain why.

2. Please identify any funds, other than PRE-DISASTER MITIGATION GRANT PROGRAM funds, **committed** to the plan development.

Sources of Funds	Amount	Local Match
Federal Source:		
State Source		
Other Source		
TOTAL Non-Applicant Funds		

If applicable, describe **any constraints** on the sources listed above.

C. Applicant Funding Source(s)

Please identify the source(s) of your share* for the HMGP amount of the project:

General Funds	\$
Capital Reserves	\$
Federal, State, or Private Loans	\$
Other _____(Specify)	\$
Total Applicant Funds	\$
Applicant Participation Funding Percentage	%

(Divide the total applicant funds above by the total HMGP portion of the project)

* **Required local share is a minimum of 12.5%.**

* The local share must come from a non-federal source (with the exception of Community Development Block Grant funds).

SECTION 8. ESTIMATED SCHEDULE FOR PLAN COMPLETION.

It is our desire for the planning grants to move quickly in all phases of the funding process. Those projects that cannot begin shortly after funding approval by FEMA may not be eligible. Estimate the month and year when the activities listed were, or will be, completed. (This is only an estimate. HMGP cannot predict the time table for FEMA to approve funding of projects.)

	<u>Estimated Completion Date</u>
Grant Contract Signed	<u>July 15, 200X</u>
Hazard Inventory	_____
Summary of Comprehensive Plans	_____
Review of Possible Mitigation Actions	_____
Completion of "Planning" Public Meetings	_____
Plan Review	_____
Plan Submitted for State and FEMA Review	_____
Total time required to complete this plan	_____

SECTION 8. CERTIFICATIONS AND ASSURANCES.

As the duly authorized agent of the applicant, I certify that the information provided in this application is true and correct. I further assure that the applicant will comply with all applicable state and federal regulations concerning the Hazard Mitigation Grant Program. I recognize that failure to comply with all of the applicable state and federal regulations may be grounds for the revocation of current or the denial of future mitigation grant program funding.

I understand that failure to comply with these conditions following the acceptance of any grant funds will cause the funds to be eligible for an immediate recapture by the state of Washington.

Authorized Signature _____

Date_____



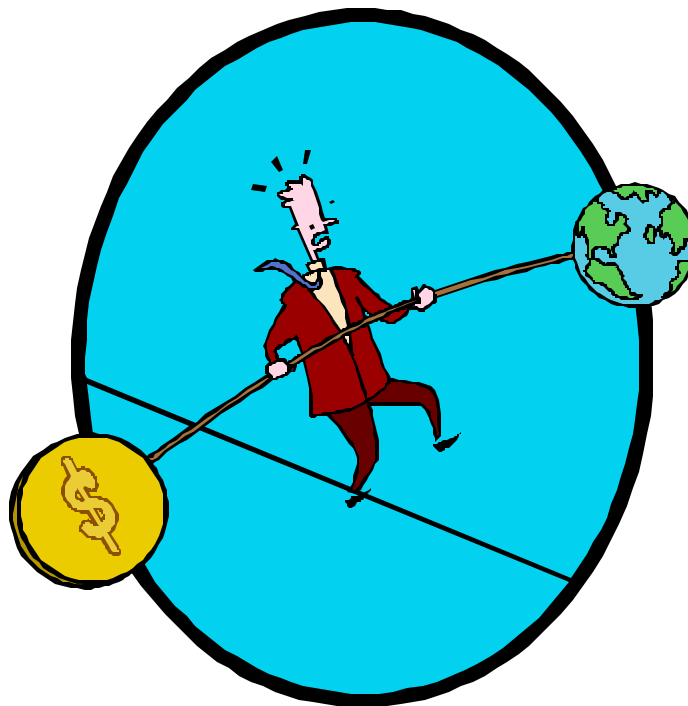
STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
Camp Murray, Washington 98430-5122

HAZARD MITIGATION GRANT PROGRAM APPLICATION

Name of Event

Date of Event

(FEMA-XXXX-DR-WA)



October 2003

DATED MATERIAL!!!

This application MUST be received by August xx, 200x to be considered eligible for possible funding.

Initial Eligibility Checklist

We have developed the following questions to help you determine if you should proceed with your request for hazard mitigation funds. These questions are not all-inclusive, but are the areas to help clarify an applicant's eligibility. Make sure all documentation is labeled and attached. **Does this project:**

1. Substantially **reduce** the risk of future damage, hardship, loss, or suffering from a hazard? (Documentation of past and future damages avoided will be required later in the application.) ☐ Yes ☐ No
2. Address a problem that is repetitive or that poses a significant risk if left unsolved? ☐ Yes ☐ No
3. Contribute substantially to a long-term solution? ☐ Yes ☐ No
4. Provide **cost effective** protection over the expected project life? ☐ Yes ☐ No
5. Conform to federal and state environmental regulations? ☐ Yes ☐ No
6. Have manageable future maintenance requirements? ☐ Yes ☐ No
7. Reflect the most practical, effective and environmentally sound solution from among all alternatives considered? ☐ Yes ☐ No
8. Have documentation showing that the public was provided the opportunity to comment on the project and/or help develop the alternatives? ☐ Yes ☐ No
9. Have documentation that your community, or if located in a community, is participating and in good standing in the National Flood Insurance Program (NFIP)? Certification will be required. ☐ Yes ☐ No
10. Show, if required under the Growth Management Act (GMA), that your community has adopted its GMA Comprehensive Plan? ☐ Yes ☐ No
11. Have documentation that your jurisdiction has adopted your Critical Areas Ordinances? Required for all communities (senior taxing authority) in Washington. ☐ Yes ☐ No
12. Document it is not eligible for funding from any other federal programs? ☐ Yes ☐ No
13. Show sufficient match? ☐ Yes ☐ No
14. Show that a hazard mitigation plan is in place or will be in place as required? ☐ Yes ☐ No
15. Demonstrate that future disaster assistance will be reduced or not required? ☐ Yes ☐ No

HAZARD MITIGATION GRANT PROGRAM

CHAPTER 1



PROJECT INFORMATION FOR PROPOSED HAZARD MITIGATION PROJECTS

October 2003

****Please refer to the Application Development Guide (ADG), Appendix 3 (A3), for examples, definitions and explanations.**

SECTION 1 **PROJECT DATA**

A. Project Information:

1. Applicant Name: _____
2. Project Title: _____
3. Project Cost: _____
4. Federal Tax ID #: _____
5. Basis of Applicant Eligibility:
☐ State Government ☐ Local Government ☐ Special Purpose District ☐ Indian Tribe
☐ Registered Private Nonprofit with Like Government Services and Critical Facilities

B. Briefly describe your hazard and the goal of your project.

C. Please provide the date of your most recent National Flood Insurance Program (NFIP)

“Community Assistance Visit” (CAV): _____

Did your community have any CAV/NFIP issues/violations from this visit?

YES ☐ NO ☐

Please **provide certification** from the Washington State Department of Ecology NFIP State Coordinator that your community currently has NO outstanding NFIP or CAV issues/violations and that you have a “compliant” flood ordinance approved and adopted by the time the application is distributed.

SECTION 2 **PROJECT SITE INFORMATION**

The following data is required on “EACH” property/structure for ALL project types.
Please include any alternate properties.

<u>PROPERTY SITE INVENTORY SHEET</u>				
1. Property/Structure Owner's Name:				
2. Owner Occupied or Rental:		<input type="checkbox"/> owner occupied	<input type="checkbox"/> rental	
3. Legal Description [Section/Township/Range]:				
4. GPS Coordinates [Latitude and Longitude]:				
5. Street Address (including bldg name, city, state and zip code):				
6. County where project is located:				
7. Attach a site map:				
8. Attach a plat map:				
9. Attach a photo of home/structure (if structure is 49 yrs or older, also see ADG, A3)				
10. Federal Congressional District:				
11. State Legislative District:				
12. Date of Construction:				
13. Estimated Fair Market Value (FMV)**:				
14. How was this value determined?				
15. Enclosed, heated square footage (Landslide Acquisition Projects):				
16. Title Holder – post mitigation:				
17. NFIP Policy number:				
18. Damage Source:				
<input type="checkbox"/> riverine flooding	<input type="checkbox"/> stormwater runoff	<input type="checkbox"/> coastal basin	<input type="checkbox"/> closed basin	<input type="checkbox"/> earthquake
<input type="checkbox"/> other:				
a. Current Damage (month/year and \$ amount):				
b. Previous Damage (month/year and \$ amount/event):				
19. What is the Flood Zone:				

20. Structure Type:				
<input type="checkbox"/> single	<input type="checkbox"/> 2-4 family	<input type="checkbox"/> multi-family	<input type="checkbox"/> manufactured home	<input type="checkbox"/> private non-residence
<input type="checkbox"/> public non-residence		<input type="checkbox"/> other:		
21. Foundation Type:				
<input type="checkbox"/> basement	<input type="checkbox"/> crawl space	<input type="checkbox"/> currently elevated on: <input type="checkbox"/> piers <input type="checkbox"/> posts <input type="checkbox"/> piles <input type="checkbox"/> columns		
<input type="checkbox"/> slab on grade		<input type="checkbox"/> other:		
22. Property Action:				
<input type="checkbox"/> acquisition/demolition		<input type="checkbox"/> acquisition/relocation		<input type="checkbox"/> flood-proofed <input type="checkbox"/> elevation
<input type="checkbox"/> relocation	<input type="checkbox"/> seismic retrofit	<input type="checkbox"/> wind retrofit	<input type="checkbox"/> other:	
23. National Flood Insurance Program (NFIP) Information:				
a. Repetitive loss structure (2 or more insured NFIP losses)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
b. If property site is a repetitive loss structure, then specify which category:				
<input type="checkbox"/> 2-3 insured losses cumulatively ≤ building fair market value?		<input type="checkbox"/> 2-3 insured losses cumulatively > building fair market value?		<input type="checkbox"/> 4 or more insured losses since 1978
24. Acquisition, Relocation, and Elevation Projects Only (Relocated homes must be outside the 100-year floodplain/known hazard area; critical facilities to be outside the 500-year floodplain): See ADG, A3, A5 and A6.				
a. Number of homes/structures to be acquired/demolished/elevated:				
b. Priority #		of		
c. Amount of Relocation Assistance Required (see ADG, A7):				
25. Determination of Duplication of Benefits (DOB). Have any of the property owners/renters received disaster benefits from the National Flood Insurance Program or other federal disaster programs? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Note: Federal funds cannot be used as a match for this program.				

SECTION 3 PROJECT WORKSHEETS

- A. Is this site covered under or connected to a Project Worksheet under the (Public Assistance) Repair and Restoration Program of PL 93-288, as amended?
Yes ☐ No ☐ Project Worksheet Number _____
- B. If Yes, describe why this mitigation measure was not included as part of this Project.
- C. Is this project part of an Improved Project? Yes ☐ No ☐

SECTION 4 APPLICANT AGENT INFORMATION

A resolution, or other formal method of designation, specifically naming the applicant agent for the Hazard Mitigation Grant Program for this disaster must be included in this application in order to be considered eligible.

The Applicant Agent is the designated contact whom the jurisdiction has authorized to apply for and receive grant funding. **For clear and direct communication, jurisdictions may want to make this the same person who will have project management responsibility if grant funding is awarded.** To provide continuity and ease of grant administration, the Washington State Military Department, Emergency Management Division, would like to work with a single point of contact throughout the application, award, and reimbursement processes. A formal designation of an Applicant Agent may be made using the enclosed form, or by any method normally used by your jurisdiction.

Applicant Agent Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____

Alternate Applicant Agent Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____

Project Manager Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____

SECTION 5**RESOLUTION DESIGNATING APPLICANT AGENT**

For the state of Washington Hazard Mitigation Grant Program Application and Grant

BE IT RESOLVED THAT _____

(Print Name and Title)

OR HIS/HER ALTERNATE: _____

(Print Name and Title)

is hereby authorized to execute for and on behalf of _____, a local government entity, state agency, special purpose district, federally recognized tribe, or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of P.L. 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Act of 1988.

THAT the _____ hereby authorizes its agent to provide to the State Emergency Management Division for all matters concerning such state disaster mitigation assistance the assurances and agreements required.

Passed and approved this _____ day of _____, 20_____.

(CEO Signature and Title)

CERTIFICATION

I, _____ duly appointed as _____
(Name) (Title)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the

_____ of the _____

on the _____ day of _____, 20_____.

(Signature)

SECTION 6 CERTIFICATIONS AND ASSURANCES

As the duly authorized agent of the applicant, I certify that the information provided in all sections of this application is true and correct. I further assure that the applicant will comply with all applicable state and federal regulations concerning the Washington State Hazard Mitigation Grant Program. I will obtain all necessary permits and approvals if the proposed project is awarded Hazard Mitigation Grant funds. I recognize that failure to comply with all of the applicable state and federal regulations may be grounds for the revocation of current, or the denial of future, Hazard Mitigation Grant Program funding.

For projects that involve elevation of individual homes and structures, we must get applicable plans and permits. A building official currently certified by applicable code organizations (ICBO, etc.) must accomplish final certification of the elevation portion of the project.

For projects that involve the acquisition/relocation of properties in the floodplain, the following eligibility criteria and assurances from 44 CFR § 206.434(d) or (e-new) apply:

- A. We will convey the following restrictive covenants in the deed of any property acquired, accepted, or from which structures are removed (hereafter called the property).
 - 1. The property will be dedicated and maintained in perpetuity for uses compatible with open space, recreational, or wetlands management practices.
 - 2. No new structure(s) will be built on the property except as indicated below:
 - a. A public facility that is open on all sides and functionally related to a designated open space or recreation use;
 - b. A restroom; or
 - c. A structure that is compatible with open space, recreational, or wetlands management usage and proper floodplain management policies and practices that the Director approves in writing before the construction of the structure begins.
 - 3. After completion of the project, we will not apply for additional DISASTER assistance for any purpose with respect to the property to any federal entity or source, and no federal entity or source will provide such assistance.
- B. In general, allowable open space, recreational, and wetland management uses include parks for outdoor recreational activities, nature reserves, cultivation, grazing, camping (except where adequate warning time is not available to allow evacuation), temporary storage in the open of wheeled vehicles that are easily movable (except mobile homes), unimproved, pervious parking lots, and buffer zones.
- C. Any structures built on the property will be flood proofed or elevated to the Base Flood elevation plus one foot of freeboard (at a minimum).

If our jurisdiction does not currently have a local hazard reduction plan, I certify in our agreement that if selected for a HMGP grant, a local hazard mitigation or strategy will be developed within the deadline set by FEMA which currently is November 1, 2004.

I further certify that the proposed project has been reviewed by the applicable planning director/department and found consistent with our adopted comprehensive plan and development regulations. I understand that failure to comply with these conditions following the acceptance of any grant funds will cause the funds to be eligible for an immediate recapture by the state of Washington.

Authorized Signature _____ **Date** _____

Alternate Authorized Signature _____ **Date** _____

SECTION 7 PROJECT BUDGET AND FUNDING SOURCES

A. Estimated Total Project Costs:

Preliminary Engineering Report	\$ _____
Design Engineering (P.S.E.)	\$ _____
Land / R-O-W Acquisition (Itemize for each site/structure)	\$ _____
Relocation Costs	\$ _____
Sales or Use Tax	\$ _____
Construction (Itemize for each site/structure)	\$ _____
Other: _____ (specify)	\$ _____

TOTAL PROJECT COSTS: \$ _____

The above information applies to the PROPOSED ACTION alternative only.

B. Applicant Funding Source(s)

The state Hazard Mitigation Grant Program is a grant reimbursement program. Jurisdictions must have sufficient resources to assure completion of the project, including any cost overruns.

Please identify the source(s) of your local share of the project costs. This application is **INCOMPLETE** if local share is not specified, OR if insufficient local share is identified. Other funds that you are applying for may be included if you can certify that you will be able to cover the eligible costs should the other funds be denied.

General Funds	\$	_____
Capital Reserves	\$	_____
Federal, State, or Private Loans	\$	_____
Rates	\$	_____
Assessments (ULIDs, LIDs, RIDs)	\$	_____
Special Levies	\$	_____
Other (specify)	\$	_____
Total Applicant Funds (minimum 12.5%)	\$	_____
Applicant Participation Funding Percentage	%	_____

Note: State Agencies (including universities and colleges), for this disaster, have the 25% match for eligible costs on approved projects provided by the Legislature, administered through the Military Department, Emergency Management Division. **However, any cost overruns will be 100% the responsibility of your agency.**

C. Non-Applicant (Outside Sources) Project Funds

1. If the HMGP project is **part of a larger project**, or if you have outside funds committed as part of your local match, please identify these funds (complete table) and describe **any constraints or conditions** below on the sources listed. **(DO NOT include any of your requested HMGP funds as part of this section.)**

Complete table below:

Sources of Funds	Amount	Local Match
Federal From:		
State From:		
Other From:		
TOTAL Non-Applicant Funds		

2. If a Hazard Mitigation grant is not provided, or delayed, what impact will this have on the timing of your project? How will this affect your ability to use alternate funds committed to this project?

SECTION 8 **ESTIMATED SCHEDULE FOR PROJECT COMPLETION**

It is our desire for projects to move quickly in all phases of the grant process. Those projects that cannot begin shortly after funding approval by FEMA may not be funded. FEMA desires the project be completed within 24 months of funding approval. Estimate the month and year when the activities listed were, or will be, completed. While this is only an estimate (the state HMGP staff cannot predict the actual time it will take for FEMA to approve funding of projects), if approved and funded, you will be held to the overall timelines as established in this section, as this is a scored element of the application.

Estimated Completion Date

Grant Agreement Signed	<u>December xx, 200x</u>
Engineering Report/Studies	_____
Required Permits Obtained	_____
Land R/W Acquisition	_____
Prepare Bid Documents	_____
Award Construction Contract	_____
Begin Construction	_____
Complete Construction	_____
Project in Use	_____
Total Time Required To Complete This Project	_____

SECTION 9

APPLICANT'S NARRATIVE RESPONSE

FEDERAL AND STATE CRITERIA - GOALS AND OBJECTIVES

Federal and state governments have established the following damage reduction goals:

- Save lives and reduce public exposure to risk
- Reduce or prevent damage to public and private property
- Reduce adverse environmental or natural resource impacts
- Reduce the financial impact on public agencies and society

The questions in this section relate to specific objectives that the federal and state governments wish to accomplish through the Hazard Mitigation Grant Program. To determine whether your proposal meets the minimum federal and state criteria, you must provide a **clear and detailed written response** to each item below. Answer the following questions **completely** (on separate sheets if needed) to **show** that this project meets minimum federal and state eligibility criteria. The state cannot consider projects that do not meet the applicable criteria.

1. Does your jurisdiction have an **adopted** natural hazard mitigation plan?
2. If yes, is this proposed project identified in it and where is it on your community's prioritization list?
3. Describe how this project will protect lives and reduce public risk.
4. Describe how this project will reduce the level of hazard damage vulnerability in existing structures and developed areas
5. Describe how this project will reduce the number of vulnerable structures through acquisition, relocation and/or retrofit. If acquiring structures, describe your jurisdiction's plans for the acquired property (open space, etc.).

6. Please describe how the above acquisition, relocation, or elevation action will address structures located in identified Repetitive Flood Loss areas.
7. Describe how this project will avoid inappropriate future development in areas that are vulnerable to hazard damage (example: floodways, liquefaction zones).
8. Describe how the project will solve a problem independently, or function as a beneficial part of an overall solution. **(If part of a larger project, assurance must be provided with the application that the overall project will be completed.**
9. Describe how this project will provide a cooperative, inter-jurisdictional or inter-agency solution to the problem (i.e. more than one jurisdiction or agency participating in the actual project).
10. Demonstrate that this project will provide a long-term mitigation solution (not a short-term fix).
11. Show how this project will address emerging hazard damage issues (such as the damage caused by storm water runoff at build-out densities, trees in right-of-ways, identification of new EQ fault lines).
12. Describe how this project will restore or protect natural resource, recreational, open space, or other environmental values. (s).
13. Describe your jurisdiction's implementation and enforcement of all ordinances, standards, and/or regulations that identify and address disaster-related hazards, and which serve to reduce future hazards. This can include local land-use ordinances and a local hazard mitigation plan.

14. Describe how your jurisdiction is increasing public awareness of hazards, preventive measures, and emergency responses to disasters.
15. Describe how the project, upon completion, will have affordable operation and maintenance costs that the applicant jurisdiction is committed to support.
16. Describe how the proposed project improves your jurisdiction's ability to protect its critical areas, as required by the Growth Management Act (RCW 43.17.250). This can include the completion of your community's Critical Areas Ordinance, as required by the GMA.

HAZARD MITIGATION GRANT PROGRAM

CHAPTER 2



ENVIRONMENTAL AND HISTORICAL DATA REQUIREMENTS FOR PROPOSED HAZARD MITIGATION PROJECTS

October 2003

****Please refer to the Application Development Guide (ADG), Appendix 3 (A3), for examples, definitions and explanations.**

Some of the most important areas that affect Hazard Mitigation Grant Program (HMGP) projects relate to environmental and historical issues. The following data is required to ensure that your project is the “most environmentally sound and practical solution.” Please provide the following information for the **proposed project alternative only**.

SECTION 1 **NOTIFICATION AND PUBLIC INVOLVEMENT**

- A. Describe the ***recent public involvement*** (involvement since the disaster was declared and begun no later than **May xx, 200x**) in the alternative development and selection process, especially those individuals that this project may impact. **Please provide documentation.**

- B. Describe the ***recent involvement*** your agency has had with other federal, state, local, or tribal agencies regarding the planning, impact, and support of alternatives. **Please provide documentation.**

- C. How has your jurisdiction coordinated the planning and possible impacts of this project with neighboring jurisdictions, including counties, cities, states, tribes, fire, police, public works, and utilities? Please explain.

- D. Will this project affect upstream/downstream/neighboring jurisdictions? Explain, in detail, to what extent this affect will be, and why the problem has not been addressed in the past, either by your jurisdiction or inter-jurisdictionally with the other interests?

SECTION 2 **SELECTION OF BEST PROJECT ALTERNATIVE**

As part of the National Environmental Policy Act (NEPA) process, the Hazard Mitigation Grant Program (HMGP) requires a narrative discussion of at least THREE (3) alternatives (from No Action to the most effective, practical solution) and their impacts (beneficial and detrimental).

In the space below, please **describe the process** used in selecting this project over the other possible alternatives and why it represents the best solution to the problem. (Use additional sheets, if necessary.)

**HAZARD MITIGATION GRANT PROGRAM
ALTERNATIVE REVIEW FORM-PART 1
PROPOSED ACTION ALTERNATIVE**

1. Description of Proposed Action Alternative:

Using additional sheets if necessary (or continue here as needed), please include any appropriate diagrams, sketch maps, discussion on all components and actions, amount of materials and equipment, dimensions of project, and amount of time required to complete.

2. Project Costs of this Alternative: \$ _____

3. Benefits of this Alternative: \$ _____

4. Description of surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.

5. Briefly describe any positive environmental impacts of the project.

6. Check any potential impacts that may apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Water Quality | <input type="checkbox"/> Toxic or Hazardous Substances |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Potential for Cumulative Impacts |
| <input type="checkbox"/> Rare & Endangered Species | <input type="checkbox"/> Fisheries | <input type="checkbox"/> GMA Critical Areas (coastal zones, wildlife refuge, wilderness, wild & scenic rivers, drinking water aquifers.) |
| <input type="checkbox"/> Historic Resources | <input type="checkbox"/> Public Controversy | |
| <input type="checkbox"/> Previously undisturbed soil | <input type="checkbox"/> Vegetation removal | |

Would this project use unproven technology? ☐ Yes ☐ No

7. Is there potential for degradation of already poor environmental conditions? ☐ Yes ☐ No

8. Is there potential to violate any federal, state, local, or tribal law or code to protect the environment? ☐ Yes ☐ No

9. Briefly describe any of the areas noted in questions 6, 7, or 8.

10. Describe how the proposed project will reduce or eliminate the need for future state or federal disaster assistance.

HAZARD MITIGATION GRANT PROGRAM
ALTERNATIVE REVIEW FORM-PART 2
SECOND ALTERNATIVE

1. Describe an alternate project that could be developed if the Proposed Action Alternative could not be built or was not approved:

Using additional sheets if necessary, please include any appropriate diagrams, sketch maps, discussion on all components and actions, amount of materials and equipment, dimensions of project, and amount of time required to complete.

2. Project Costs of this Alternative: \$ _____
3. Benefits of this Alternative: \$ _____

4. Description of surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.

5. Briefly describe any positive environmental impacts of the project.

6. Check any potential impacts that may apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Water Quality | <input type="checkbox"/> Toxic or Hazardous Substances |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Potential for Cumulative Impacts |
| <input type="checkbox"/> Rare & Endangered Species | <input type="checkbox"/> Fisheries | <input type="checkbox"/> GMA Critical Areas (coastal zones, wildlife refuge, wilderness, wild & scenic rivers, drinking water aquifers.) |
| <input type="checkbox"/> Historic Resources | <input type="checkbox"/> Public Controversy | |
| <input type="checkbox"/> Previously undisturbed soil | <input type="checkbox"/> Vegetation removal | |

Would this project use unproven technology? ☐ Yes ☐ No

7. Is there potential for degradation of already poor environmental conditions? ☐ Yes ☐ No

8. Is there potential to violate any federal, state, local, or tribal law or code to protect the environment? ☐ Yes ☐ No

9. Briefly describe any of the areas noted in questions 6, 7, or 8.

10. Describe how the proposed project will reduce or eliminate the need for future state or federal disaster assistance.

HAZARD MITIGATION GRANT PROGRAM
ALTERNATIVE REVIEW FORM-PART 3
NO ACTION ALTERNATIVE

1. Description of No Action Alternative:

Using additional sheets if necessary, please include any appropriate diagrams, sketch maps, discussion on all components and actions, amount of materials and equipment, dimensions of project, and amount of time required to complete.

2. Project Costs of this Alternative: \$ _____

3. Benefits of this Alternative: \$ _____

4. Description of surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.

5. Briefly describe any positive environmental impacts of the project.

6. Check any potential impacts that may apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Water Quality | <input type="checkbox"/> Toxic or Hazardous Substances |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Potential for Cumulative Impacts |
| <input type="checkbox"/> Rare & Endangered Species | <input type="checkbox"/> Fisheries | <input type="checkbox"/> GMA Critical Areas (coastal zones, wildlife refuge, wilderness, wild & scenic rivers, drinking water aquifers.) |
| <input type="checkbox"/> Historic Resources | <input type="checkbox"/> Public Controversy | |
| <input type="checkbox"/> Previously undisturbed soil | <input type="checkbox"/> Vegetation removal | |

Would this project use unproven technology? ☐ Yes ☐ No

7. Is there potential for degradation of already poor environmental conditions? ☐ Yes ☐ No

8. Is there potential to violate any federal, state, local, or tribal law or code to protect the environment? ☐ Yes ☐ No

9. Briefly describe any of the areas noted in questions 6, 7, or 8.

10. Describe how the proposed project will reduce or eliminate the need for future state or federal disaster assistance.

To be completed for ALL project types

The following actions apply to the proposed action alternative only. Applicants are responsible for compliance with all applicable federal, state, and local regulations, codes, and standards and for securing the necessary permits and approvals. The state of Washington will require a CURRENT SEPA Checklist or Determination of Non-Significance for the project if it is selected for FEMA funding recommendation. We will require a short turn-around at that point, so it is to your advantage to begin the process now.

Projects funded under the state Hazard Mitigation Grant Program must comply with all appropriate environmental regulations. This includes compliance with the National Environmental Policy Act (NEPA PL 91-190, as amended), and all of the federal laws covered within this Act. Some of the federal laws and regulations include Executive Order 11988 (Floodplain Management), Executive Order 11990 (Protection of Wetlands), E.O. 12898 (Environmental Justice), the Clean Air Act and the Clean Water Act.

1. Is there a wetland, as defined by either the U.S. Fish and Wildlife Service or the Clean Water Act, on the site or within the immediate vicinity? YES ☐ NO ☐

2. If you answer YES to the previous question, we will require that you comply with the Governor's Executive Order 90-04. This may include the preparation and Department of Ecology's approval of a **Wetlands Compensatory Mitigation Plan**. If applicable, the Department of Ecology must approve the plan before we approve HMGP funds. Please indicate what actions, if appropriate, you are taking concerning wetlands.
3. Please identify the following:
FEMA Flood Insurance Panel Number: _____
FEMA Flood Insurance Rate Map Zone Designation: _____
4. Complete the following 8-Step Process to show compliance with Executive Orders 11988 (Floodplain Management) and 11990 (Wetland Protection):

Step 1: Determine whether the proposed action is located in a wetland and/or the 100-year floodplain (500-year floodplain for critical actions), or whether it has the potential to affect or be affected by a floodplain or a wetland.

Is the action located in a floodplain or wetland, or may it potentially affect these areas? It may or may not be designated on a FEMA Flood Insurance Rate Map. YES ☐ NO ☐

If yes, you must continue through steps 2-8 and make sure to describe your compliance with each step in detail. If no, you are finished with the 8-step process.

Step 2: Notify the public at the earliest possible time of the intent to carry out an action in a floodplain or wetland, and involve the affected and interested public in the decision-making process.

Step 3: Identify and evaluate practicable alternatives to locating the proposed action in a floodplain or wetland (including alternative sites, actions and the no action option). If a practicable alternative exists outside the floodplain or wetland, FEMA must locate the action at the alternative site.

Step 4: Identify the full range or potential direct or indirect impacts associated with the occupancy or modification of floodplains and wetlands and the potential direct and indirect support of floodplain and wetland development that could result from the proposed action.

Step 5: Minimize the potential adverse impacts and support to or within floodplains and wetlands that were identified under step 4, restore and preserve the natural and

beneficial values served by floodplains, and preserve and enhance the natural and beneficial values served by wetlands.

Step 6: Re-evaluate the proposed action to determine first, if it is still practicable in light of its exposure to flood hazards, the extent to which it will aggravate the hazards to others, and its potential to disrupt floodplain and wetland values. Second, if alternatives rejected at step 3 are practicable in light of the information gained in steps 4 and 5, FEMA shall not act in a floodplain or wetland unless it is the only practicable location.

Step 7: Prepare and provide the public with a finding and public explanation of any final decision that the floodplain or wetland is the only practicable alternative.

Step 8: Review the implementation and post-implementation phases of the proposed action to ensure that the requirements of the order are fully implemented. Oversight responsibility shall be integrated into existing processes.

5. Describe any outstanding issues of compliance with Executive Orders 11988 and 11990.

C. **ENVIRONMENTAL JUSTICE** (Executive Order 12898)

1. Are there concentrations of minority or low income populations in or near the project area? YES ☐ NO ☐ UNSURE ☐
2. Would they be disproportionately impacted by this project?
YES ☐ NO ☐ UNSURE ☐
 - If yes, discuss how the project will provide sufficient benefit to outweigh the described impact(s). Also, describe any additional minimization measures that will be taken.
3. Include any socio-economic data used to make the above determinations.

D. **TOXIC AND HAZARDOUS SUBSTANCES**

- Are there any toxic or hazardous substances in the project area? (Including underground storage tanks, above ground storage tanks, septic systems or other potential contaminants). **A waiver of liability form will be required prior to release of any funds.**
YES ☐ NO ☐ UNSURE ☐

E. **ENDANGERED SPECIES AND HABITATS**

1. Are there any threatened, endangered, or sensitive species or habitats known to be on or near the project site? Describe and attach any supporting documentation.
YES ☐ NO ☐ UNSURE ☐
2. Is the project located in or near a waterway or other body of water?
YES ☐ NO ☐
3. Will there be any modification of the waterway or body of water? YES ☐ NO ☐

F. **HYDRAULIC CODE COMPLIANCE** (RCW 77.55.100-180)

- Is your proposed project located below the Ordinary High Water Line in the bed of any salt or fresh water of the state? YES ☐ NO ☐

G. **SEPA COMPLIANCE** (WAC 197-11)

1. If you have a completed **Environmental Checklist** or **Determination of Non-Significance**, please include it as part of your application. Attached: YES ☐ NO ☐
2. Will there be a **Determination of Non-Significance or Claim for Categorical Exemption** for this project?
DNS: YES ☐ NO ☐
CE: YES ☐ NO ☐
3. If you claim a **Categorical Exemption** under SEPA regulations, please cite the sections of your SEPA procedures or the section of WAC under which you claim exemption.
4. Please describe the categorical exemption in adequate detail for evaluation:

H. **SHORELINE MANAGEMENT ACT COMPLIANCE** (RCW 90.58)

- Is your proposed project located within the boundaries of the Shoreline Management Act (including but not limited to: within 200 feet of any marine shoreline or associated wetland; the banks or associated wetlands of any stream with a flow of 20 cubic feet per second or greater; or the shoreline or associated wetland of any lake 20 acres in size or larger in any of the 15 counties west of the crest of the Cascade Mountain range)? YES ☐ NO ☐

I. **CRITICAL AREAS DISCLOSURE** (RCW 36.70A and RCW 43.17.250)

The Growth Management Act requires all cities and counties in the state to designate critical areas (RCW 36.70A.170 (1) (d)) and to adopt development regulations that will protect them (RCW 36.70A.060 (2)).

1. Please provide the date your Growth Management Plan (if required) and the date your Critical Areas Ordinances (CAOs) were approved and adopted. Please provide certification from the Office of Community Development that your plan/CAOs are compliant with the GMA. *Make sure to reference this attachment in your application.*
2. Is your proposed project in any of the "**Critical Area**" classifications identified in Washington State's Growth Management Act? These areas include, but are not limited to, Wetlands, Aquifer Recharge Areas, Frequently Flooded Areas, Geologically Hazardous Areas such as landslide, erosion, alluvial fan, seismically active, or volcanic areas, and Fish and Wildlife Habitat Areas.
YES ☐ NO ☐
3. If you answer YES, please identify the critical area category(s).
4. If your proposed project is in a designated critical area, explain how your development regulations will protect these areas.

J. **CODE COMPLIANCE ASSURANCE**

1. Will your project meet all applicable codes and standards for the area in which it is located? YES ☐ NO ☐
2. If you answer **NO**, please describe the exemptions or variances that will be required.

HAZARD MITIGATION GRANT PROGRAM

CHAPTER 3



DATA REQUIREMENTS FOR BENEFIT/COST ANALYSIS FOR PROPOSED HAZARD MITIGATION PROJECTS

October 2003

HAZARD MITIGATION GRANT APPLICATION

Appendix 4

Chapter 3 - Page 27 of 40

****Please refer to the Application Development Guide (ADG), Appendix 3 (A3), for examples, definitions and explanations.**

SECTION 1 COST TO BENEFIT NARRATIVE

One of the key challenges in funding state Hazard Mitigation Grant projects is the documentation and verification of the cost effectiveness of the proposed mitigation project. For the Hazard Mitigation Grant Program (HMGP), the federal government requires that **the project's benefits, over the life of the project, exceed the project's costs.**

The narrative description of the benefit/cost information needs to be filled out for every type of project. If the question is not applicable, please mark "N/A."

Please discuss each of the following issues:

1. What is the project life in years?

2. Describe the life-cycle cost of the proposed project.
(These are the O & M costs only for the entire life of the project.)

3. What is the value of the property that the proposed project will protect (please describe whether this is real or personal property)?

4. What are the specific **documented** damage amounts during the recent declared event that you can attribute to the lack of this project?

5. What are the specific **documented** damage amounts during past events that you can attribute to the lack of this project? Identify how often each one of these events occurs.

6. What is the dollar amount (estimated) of damage and associated costs that **you would prevent** as a direct result of the proposed project over its useful life?

7. What are the estimated damages associated with subsequent negative impacts, using a unit of assigned value. This could include several impacts, such as estimated future loss of revenue (unit could be per day or per week, for example); loss of property values (unit could be a percentage per event) e.g., road closed, with no access, for 5 days.

8. Identify displacement costs, including costs for lodging and meals; evacuation costs; charges by Red Cross or other emergency services.

9. Please complete the cost/benefit summary worksheet below for the proposed alternative project:

1.	Total Project Cost:		5.	Annual Maintenance Costs: (After project is completed)	
2.	Project Life in Years:		6.	Total Costs of all Past Disasters related to this project:	
3.	Effectiveness of Project:		7.	Total Displacement Costs: (Rent, Evacuation, Red Cross, other.)	
4.	Repair Costs to Pre-disaster Condition: (Most recent event only)		8.	Established Frequency of Recent Event: (Event causing damages)	

SECTION 2 **EARTHQUAKE COST EFFECTIVENESS WORKSHEETS**

The following worksheets pertain to seismic projects for roads, utilities, public buildings, residential buildings, and non-structural mitigation. **You only need to fill out the worksheet that applies to your individual proposed alternative project. Please complete a worksheet for each structure/building.** Without this information, HMGP staff will be unable to certify the cost effectiveness and this will render your application **incomplete and ineligible**.

PUBLIC BUILDINGS: STRUCTURAL RETROFIT PROJECTS

GENERAL INFORMATION

1	Building Name	
2	Address	
3	City, State, Zip	
4	Owner	

BUILDING INFORMATION

5	Building Structural Type**	
6	Number of Stories Above Grade	
7	Construction Date	
8	Are Historic Building issues significant for this building? If yes, please explain in an attachment.	
9	Are there any significant environmental issues associated with retrofit of this building? If yes, please explain in an attachment.	
10	Building Size** (total square feet)	
11	Area Occupied by Owner	
12	If not 100% of building, identify functions for which remaining space is used.	
13	Building Replacement Value**	
14	Brief description of building contents	
15	Estimated contents replacement value	

BUILDING STRUCTURAL INFORMATION

16	Have any seismic retrofits been completed for this building? If yes, provide details in an attachment.
17	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this building? If yes, provide details (or copies) in an attachment.
18	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this building?
19	Have geotechnical studies of soils at the building site been conducted? If yes, provide details or a copy of the report as an attachment.

ESTIMATED DISPLACEMENT COSTS**

If future earthquake damage is sufficient to require occupants to be displaced to temporary quarters while repairs are made. **(\$/month)**

20	Rental cost per month for temporary quarters	
21	Other costs per month for temporary quarters	
22	One time costs (moving, etc.) for roundtrip move to temporary quarters.	

ESTIMATED AVERAGE OCCUPANCY OF BUILDING**

		Weekdays			Weekends		
		Day	Evening	Night	Day	Evening	Night
23	Occupants						
24	Days per week						
25	Hours per day						
26	Months per year						

VALUE OF PUBLIC/NONPROFIT SERVICES

27	Enter a brief description of type of services provided from this building.	
28	Annual Operating Budget** of Facility	

For Emergency Operations Centers, the daily cost of service is estimated from the annual operating budget divided by the typical or average number of days of use per year.

For Emergency Shelters, the daily value of service provided is estimated by multiplying the average number of people given shelter by the \$85 per day CONUS value for temporary meals and lodging.

29	For EOCs, average days of use per year	
30	For shelters, average occupancy during use	

RENT AND BUSINESS INCOME

31	Total monthly rent from all tenants (\$/month)	
32	Estimated net income of commercial businesses (\$/month)	

MITIGATION PROJECT DESCRIPTION AND COST

33	Provide a brief description of the mitigation project; include its scope and purpose. Describe here or attach documentation.	
34	Are there schematic or detailed engineering designs for this project? If yes, please provide copies of such reports.	
35	Project life in years	
36	What is the seismic design basis for the retrofit? Describe here or attach documentation.	
37	Mitigation Project Cost? Provide detailed cost estimate, if available.	

38	What is the base year of cost-estimate?	
39	Annual Maintenance Cost (\$/year)	
40	Will occupants need to be relocated from the building to complete the retrofit? Yes or No?	
If relocation is necessary:		
41	Relocation time** for project (months)	
42	Rental Cost during Relocation (\$/month)	
43	Other Relocation Costs (\$/month)	
44	One Time Relocation costs (dollars)	

**** indicates terms or information defined in application development guide**

RESIDENTIAL BUILDINGS: STRUCTURAL RETROFIT PROJECTS

GENERAL INFORMATION

1	Address	
2	City, State, Zip	
3	Owner	
4	Contact Person	

BUILDING INFORMATION

5	Building Structural Type**	
6	Number of Stories Above Grade	
7	Construction Date	
8	Are Historic Building issues significant for this building? If yes, please explain in an attachment.	
9	Building Size** (total square feet)	
10	Building Replacement Value**	

BUILDING STRUCTURAL INFORMATION

11	Have any seismic retrofits been completed for this building? If yes, provide details in an attachment.
12	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this building? If yes, provide details (or copies) in an attachment.
13	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this building? Provide attachment.
14	Have geotechnical studies of soils at the building site been conducted? If yes, provide details or a copy of the report as an attachment.

ESTIMATED DISPLACEMENT COSTS**

If future earthquake damage is sufficient to require occupants to be displaced to temporary quarters while repairs are made. (\$/month)		
15	Rental cost per month for temporary quarters	
16	Other costs per month for temporary quarters	
17	One time costs (moving etc.) for roundtrip move to temporary quarters.	

ESTIMATED AVERAGE OCCUPANCY OF BUILDING**

		Weekdays			Weekends		
		Day	Evening	Night	Day	Evening	Night
18	Occupants						
19	Days per week						
20	Hours per day						
21	Months per year						

MITIGATION PROJECT DESCRIPTION AND COST

22	Provide a brief description of the mitigation project; include its scope, purpose and public value. Describe here or attach documentation.	
23	Are there schematic or detailed engineering designs for this project? If yes, please provide copies of such reports.	
24	What is the seismic design basis for the retrofit? Describe here or attach documentation.	
25	Project life in years	
26	Mitigation Project Cost? Provide detailed costs, if available.	
27	What is the base year of cost-estimate?	
28	Will occupants need to be relocated from the building to complete the retrofit? Yes or No?	
If relocation is necessary:		
29	Relocation time** for project (months)	
30	Rental Cost during Relocation (\$/month)	
31	Other Relocation Costs (\$/month)	
32	One Time Relocation costs (dollars)	

**** indicates terms or information defined in the application development guide**

PUBLIC BUILDINGS: NON-STRUCTURAL RETROFIT PROJECTS

The seismic performance of non-structural building components depends significantly on the overall building performance. Therefore, consideration of the building's structural performance is an important aspect of evaluation of all non-structural mitigation projects. Non-structural mitigation may not make sense at all if the building itself is substantially deficient in seismic performance.

GENERAL INFORMATION

1	Building Name	
2	Type of Facility	
3	Address	
4	City, State, Zip	
5	Owner	

BUILDING INFORMATION

6	Building Structural Type**	
7	Annual Operating Budget**	

For Emergency Operations Centers, the daily cost of service is estimated from the annual operating budget divided by the typical or average number of days of use per year.

For Emergency Shelters, the daily value of service provided is estimated by multiplying the average number of people given shelter by the \$85 per day CONUS value for temporary meals and lodging.

8	For EOCs, average days of use per year	
9	For shelters, average occupancy during use	
10	Building Size** (total square feet)	
11	Fall Impact Area** (total square feet)	
12	Value of Item per Unit (per item or per foot)	
13	Number of Units	

ESTIMATED AVERAGE OCCUPANCY**

		Weekdays			Weekends		
		Day	Evening	Night	Day	Evening	Night
14	Occupants						
15	Days per week						
16	Hours per day						
17	Months per year						

BUILDING STRUCTURAL INFORMATION

18	Have any seismic retrofits been completed for this building? If yes, provide details in an attachment.
19	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this building? If yes, provide details (or copies) in an attachment.
20	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this building?

21	Have geotechnical studies of soils at the building site been conducted? If yes, provide details or a copy of the report as an attachment.
----	---

NON-STRUCTURAL INFORMATION

22	What types of non-structural components are being addressed by the mitigation project? Describe here or attach documentation.
23	Is the non-structural mitigation for the whole building or only for parts of the building? If only for part of the building, give the area covered and describe the functions of the building in those sections. Describe here or attach documentation.

PROJECT INFORMATION

24	Why is the non-structural retrofit being proposed? What seismic vulnerabilities are postulated for the non-structural elements? Describe here or attach documentation.
25	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this project? If yes, describe here and provide details (or copies) in an attachment.
26	Construction Date(s) for existing non-structural elements
27	Have any seismic retrofits been completed for these non-structural elements? If yes, describe here or attach documentation.
28	If the non-structural element(s) fail in an earthquake, describe the type of damage expected and the expected impact on function of the building. Describe here or attach documentation.

MITIGATION PROJECT DESCRIPTION AND COST

29	Provide a brief description of the mitigation project; include its scope and purpose. Describe here or attach documentation.
30	Are there schematic or detailed engineering designs for this project? If yes, please provide copies of such reports.
31	What is the seismic design basis for the retrofit? Describe here or attach documentation.
32	Mitigation Project Cost? Provide detailed cost, if available.
33	Project life in years

**** indicates terms or information defined in the application development guide**

MITIGATION PROJECTS FOR ROADS AND BRIDGES

GENERAL INFORMATION

1	Facility Name or description	
2	Address or location	
3	City, State, Zip	
4	Owner	
5	Contact Person	

FACILITY INFORMATION

6	Describe the road or bridge addressed by this project. Describe here or attach documentation.	
7	What is the replacement value of the facility addressed by this project?	
8	Construction date(s) for existing facilities	
9	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this facility? Describe here or attach documentation.	
10	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this facility? Describe here or attach documentation.	
11	Have any seismic retrofits been conducted for this facility? Describe here or attach documentation.	
12	Are there any significant environmental issues associated with this mitigation project? Yes or no? Describe here or attach documentation.	
13	Who provides the maintenance for this road or bridge?	

IMPACT OF ROAD OR BRIDGE CLOSURE

14	What is the daily one-way traffic count for this road or bridge?	
15	If this facility is closed for repairs, what is the average delay or detour time expected for motorists using this road or bridge?	
16	If this facility is damaged, how long will it take to restore normal traffic flow? If possible, make estimates for several levels of damage, from minor damage to complete loss of a bridge. Describe here or attach documentation.	
17	Does failure of this facility result in a life safety risk to the community? If yes, describe in as much detail as possible. Describe here or attach documentation.	

MITIGATION PROJECTS FOR UTILITIES

This worksheet is designed for utility mitigation projects, especially those dealing with electric power systems, potable water systems, and wastewater systems. This worksheet is designed for projects dealing with utility infrastructure and equipment. For mitigation projects for utility buildings, use the Public Buildings worksheet.

GENERAL INFORMATION

1	Facility Name	
2	Address or location	
3	City, State, Zip	
4	Owner	
5	Contact Person	

FACILITY INFORMATION

6	Describe the infrastructure or equipment addressed by this project. Describe here or attach documentation.	
7	What is the replacement value of the infrastructure or equipment addressed by this project?	
8	Construction date(s) for existing facilities	
9	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this facility? Describe here or attach documentation.	
10	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this facility? Describe here or attach documentation.	
11	Have any seismic retrofits been conducted for this facility? Describe here or attach documentation.	
12	Are there any significant environmental issues associated with this mitigation project? Yes or no? Describe here or attach documentation.	

IMPACT OF FACILITY ON SYSTEM OPERATION

13	How critical is this facility to the operation of the utility system? If this facility fails in an earthquake, what are the impacts on the system? Is this facility redundant in the system? Provide a schematic for the layout and operation of the utility system. Please provide as much detail as possible. Describe here or attach documentation.	
14-A	If this facility fails, how many people will lose service?	
14-B	For potable water and wastewater systems, explain the probable loss of service. That is, will failure result in no service at all or partial service (water provided, but not drinkable or partial treatment of wastewater). Describe here or attach documentation.	

15-A	If this facility fails, how long will it take to repair or replace this facility? The time estimate requested is the time to restore service to customers, which may be shorter than the time to make final repairs. Describe here or attach documentation.
15-B	For potable water and wastewater systems, estimate restoration times for partial and full service. Describe here or attach documentation.
16	Does failure of this facility result in a life safety risk to the community? If yes, describe in as much detail as possible. Describe here or attach documentation.

SECTION 3 **FLOOD COST EFFECTIVENESS WORKSHEET**

The following basic information is needed to run a Benefit/Cost Analysis for flood projects. This information, as well as the data in the summary and the narrative, is essential for us to verify the cost effectiveness of your proposed project. Without this information, HMGP staff will be unable to certify the cost effectiveness and this will render your application **incomplete and ineligible**.

*These estimates **must** be based on actual past documented damages of the area this project will protect.*

*Event Frequency (years) (use numbers that fit your situation and are documented)	Estimated Damages expected before Mitigation (per event)

*** Frequency is the 50 year or 25 year flood probability – not that your jurisdiction experiences flooding every two years.**



WASHINGTON STATE
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20 Building 20
Camp Murray, Washington 98430-5122

PRE-DISASTER MITIGATION COMPETITIVE (PDMc) GRANT PROGRAM

ALL HAZARDS PLANNING GRANT



DATED MATERIAL

This application MUST be **received** by the State Hazard Mitigation Office no later than **5:00 pm September 3, 200X**, *be considered eligible for possible funding*

WASHINGTON STATE
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20 Building 20
Camp Murray, Washington 98430-5122

**PRE-DISASTER MITIGATION COMPETITIVE (PDMc)
GRANT PROGRAM**

ALL HAZARDS PLANNING GRANT

The following checklist is designed to help the applicant ensure **ALL** portions of the application are completed. Applicants must complete each section listed below to be considered for PRE-DISASTER MITIGATION COMPETITIVE GRANT PROGRAM (PDMc) funding. We can not evaluate incomplete applications. **If narrative questions are answered on separate sheets, the applicant must label these with the appropriate section and question number. Any questions may be directed to the State Hazard Mitigation Office at (253) 512-7073.**

1. Applicant Data..... _____
2. Applicant's Agent Information..... _____
3. Resolution Designating the Applicant's Agent..... _____
4. Plann Description _____
5. Eligibility Requirements _____
6. Notification and Public Involvement _____
7. Project Budget and Funding Sources _____
8. Estimated Schedule for Project Completion..... _____
9. Certifications and Assurances..... _____



WASHINGTON STATE
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
Building 20
Camp Murray, Washington 98430-5122

**PRE-DISASTER MITIGATION Competitive (PDMc)
GRANT PROGRAM
ALL HAZARDS PLANNING GRANT**

Effective November 1, 2004*, all potential applicants for the federal sponsored mitigation grant programs must have an adopted natural hazards mitigation plan approved by the Federal Emergency Management Agency (FEMA). At the state level, priority will be given to regional planning efforts, as well as those requests submitted by jurisdictions with land-use and building code authority. At this point in time, only the mitigation programs are impacted by a jurisdictions plan status.

**For the Pre-Disaster Mitigation (PDM) program the plan date is November 1, 2003*

SECTION 1. APPLICANT DATA.

Applicant Name: _____

County: _____

Plan Title: _____

Federal Tax ID #: _____

Basis of Applicant Eligibility:

☐ State Government

☐ Local Government

☐ Special Purpose District

☐ Indian Tribe

SECTION 2. APPLICANT'S AGENT INFORMATION.

A resolution or other formal method of designation, specifically naming the applicant agent for the Pre-Disaster Mitigation competitive (PDMc) Grant Program must be included in this application in order to be considered eligible.

The Applicant Agent is the designated contact whom the jurisdiction has authorized to apply for and receive grant funding. **For clear and direct communication, jurisdictions may want to make this the same person who will have planning management responsibility if grant funding is awarded.** To provide continuity and ease of grant administration, the Washington State Military Department, Emergency Management Division, would like to work with a single point of contact throughout the application, award, and reimbursement processes. A formal designation of an Applicant Agent may be made using the enclosed form, or by any method normally used by your jurisdiction.

Applicant Agent Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____
County: _____

Alternate Applicant Agent Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____
County: _____

Lead Planner Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____

SECTION 3 RESOLUTION DESIGNATING APPLICANT AGENT

For the State of Washington Pre-Disaster Mitigation Competitive Grant Program Planning Grant application

BE IT RESOLVED THAT

(Print Name and Title)

OR HIS/HER ALTERNATE:

(Print Name and Title)

is hereby authorized to execute for and on behalf of _____, a local government entity, state agency, special purpose district, or tribe, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under the Disaster Mitigation Act of 2000 (DMA2K) or Stafford Act , as amended.

THAT the _____ hereby authorizes its agent to provide to the State Emergency Management Division for all matters concerning such state disaster mitigation assistance the assurances and agreements required.

Passed and approved this _____ day of _____, 20_____.

(CEO Signature and Title)

CERTIFICATION

I, _____ duly appointed as _____
(Name) (Title)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the

_____ of the _____

on the _____ day of _____, 20_____.

(Signature)

SECTION 4. PLANNING AREA DESCRIPTION.

A. Applicant's Jurisdiction: _____

For Regional/Multi-jurisdictional plans, what other jurisdictions will be participating.

B. What is the estimated size (sq mi) of your planning area? _____

C. What is the estimated population within your planning area? _____

D. **RISK:** On a scale of 0 to 10, with 0 being no risk and 10 being cataclysmic risk, please rate the following hazards for your planning area.

- a. Earthquake _____
- b. Flood _____
- c. Windstorm/Winter storms _____
- d. Landslides _____
- e. Volcano _____
- f. Tsunami _____
- g. Fire _____
- h. Other: _____

E. **Vulnerability:** On a scale of 0 to 10, with 0 being no vulnerability and 10 being cataclysmic vulnerability, please rate the following hazards for your planning area.

- a. Earthquake _____
- b. Flood _____
- c. Windstorm/Winter storms _____
- d. Landslides _____
- e. Volcano _____
- f. Tsunami _____
- g. Fire _____
- h. Other: _____

F. Please provide the Federal Congressional District(s) and the State Legislative District(s) in the area that the plan will cover:

Federal _____ State _____

G. Proposed Budget: \$ _____

H. Please provide the date of your most recent National Flood Insurance Program (NFIP) Community Assistance Visit (CAV): _____

Did your community have any CAV/NFIP issues violations from this visit? Yes ☐ No ☐

*In order to be considered, you must **provide certification** from the Washington State Department of Ecology NFIP State Coordinator that your community currently has NO outstanding NFIP or CAV issues/violations.*

I. Does the area which will be covered by the plan contain identified A Zones flood areas (100 year flood zones)? Yes ☐ No ☐

J. Please describe why this planning grant is essential to your community. (Example: *No other funding has been made available to any community in the County for a 322 plan. We are the only community in County requesting funds and will ensure a regional planning approach and we desire to actively address mitigation strategies*).

SECTION 5. PLANNING SCOPE NARRATIVE.

Your local mitigation plan is the representation of your jurisdiction's commitment to reduce the risks from natural hazards. The mitigation plan serves as a guide for your decision makers as they commit resources to reducing the effects of natural hazards. At the state level, we will use local plans as one of the factors when providing technical assistance and during the mitigation grant selection process.

The following are the scored elements. Additionally they are the minimum elements required by the Federal Emergency Management Agency (FEMA) for all local plans in order for local jurisdictions to be eligible for future mitigation project grants and grant funds.

Please address each of the following issues in a narrative format and describe your strategy on how you intend to address each of the following items during the planning process.

A. **The Planning Process.** An open public involvement process is essential to the development of an effective plan. FEMA requires a more comprehensive approach to this effort and requires that each jurisdiction's planning process must include the following information. In a narrative format, **please describe how you will:**

1. Provide the public an opportunity to comment on the plan during the drafting stage and prior to plan approval.
2. Provide an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as business, academia and other private non-profit interests to be involved in the planning process.
3. Incorporate any existing plan, studies, reports, and technical information into your planning process.

B. **A Risk Assessment** that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Your plan must provide sufficient information to enable you to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. Please provide the following:

1. Do you currently have a complete **risk** assessment? Yes ☐ No ☐

- a. If yes, does it contain a description of the type, location, and extent of all natural hazards that can affect your jurisdiction? If not complete, what hazards are missing?
 - b. If no, please describe how you will complete your risk assessment.
 - c. Please provide information on previous occurrences of hazard events and the probability of future hazard events.
2. Have you completed a **vulnerability** assessment for the hazards identified in your risk assessment? Yes____ No____
- a. If yes, does it contain the following:
 - (1) The types and numbers of existing and future buildings, infrastructure and critical facilities located in the identified hazard areas;
 - (2) An estimate of the potential dollar losses to vulnerable structures you have identified and a description of the methodology used to develop this estimate;
 - (3) Provide a general description of land uses and development trends within your community so that mitigation options can be considered in future land use decisions.
 - b. If no, please describe how you will complete the above elements of a vulnerability assessment.

NOTE: For multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

- C. The next required element of the 322 plan is a **Mitigation Strategy** which provides your jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. Please describe how you will accomplish the following:
1. Does your jurisdiction currently have a mitigation strategy? Yes____ No____
 - a. If yes, does it include a description of local mitigation goals and objectives with proposed strategies, programs, and actions to reduce or avoid long term vulnerabilities to the identified hazards?
 - b. If no, please describe how you will develop these goals, objectives, strategies, and programs.

2. Have you conducted an analysis of a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each identified hazard, with particular emphasis on new and existing buildings and infrastructure? Yes _____
No _____
 - a. If yes, please include a summary
 - b. If no, please describe how you will complete your analysis and what areas it will cover.
 - c. Please describe how you will develop an action plan describing the actions in 2 above, how they will be prioritized and implemented.
3. Have you developed a set of specific cost effective mitigation projects that will reduce damages from future disasters? Yes _____ No _____
 - a. If yes, please provide a summary of how you identified and prioritized these actions.
 - b. If no, please describe what types of projects you might consider and how you would prioritize them.
4. Please describe how these actions will support the mitigation goals and priorities of the community.
5. Is your community subject to repetitive flooding? Yes _____ No _____
6. Does your community have a process to reduce the number of NFIP target repetitive loss properties in your community? Yes _____ No _____
 - a. If yes, please provide a summary of your process
 - b. If no, please describe how you will address the repetitive flood loss issue in you community
7. Please describe how your community is committed to reducing damages from future natural disasters through the development of partnerships with businesses, academia and other private and non-profit interests able to provide financial or technical assistance in support of the community's mitigation goals and priorities. Please give specific examples of any current activities.
8. Please provide a general description of development trends within the community and a discussion of actions to mitigate disaster losses in these areas.

9. Will your plan require any interagency agreements to implement?

D. **A Plan Maintenance Process.** Please describe how you will address each of the following during the planning process:

1. A section describing the established method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
2. A process by which you will incorporate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans.
3. Discussion on how the community will maintain public participation in the planning process.
4. Plans for formal adoption of the plan by the community.
5. A section describing how the local plan will be implemented and administered by the local government including discussion of how officials will approach and manage mitigation actions involving the acquisition of private property

E. Describe your jurisdiction's current compliance with the Growth Management Act, to include the development and adoption of Critical Area Ordinances (CAOs). **We will need documentation** from the Office of Community Development of the formal GMA plan adoption (where applicable) and CAOs adoption.

F. Please describe what mitigation activities/projects your jurisdiction completed in the past?

G. If Pre-Disaster Mitigation competitive Grant Program planning assistance is not provided or delayed, what impact will this have on your ability to develop your plan?

SECTION 6. PUBLIC NOTIFICATION AND INVOLVEMENT.

A. Please **provide documentation** of how the public was notified and involved in the development of your grant application.

SECTION 7. PLANNING BUDGET AND FUNDING SOURCES.

A.	Hazard Inventory	\$ _____
	Review & Summary of Existing Plans	\$ _____
	Development of Mitigation Strategies	\$ _____
	Completion of Public Involvement Process	\$ _____
	Plan Review Process	\$ _____

Estimated **Total Plan Development Costs (Proposed Budget):** \$ _____

B. Non-Applicant (Outside Sources) Project Funds

1. Identify funding, other than this PDMc application, which you have **applied** for and the status of that application or award (verified in writing whenever possible). If you have not applied for other funding sources, please explain why.
2. Please identify any funds, other than PRE-DISASTER MITIGATION GRANT PROGRAM Competitive funds, **committed** to the plan development.

Sources of Funds	Amount	Local Match
Federal Source:		
State Source		
Other Source		
TOTAL Non-Applicant Funds		

If applicable, describe **any constraints** on the sources listed above.

C. Applicant Funding Source(s)

Please identify the source(s) of your share* for the PDMc amount of the project:

General Funds	\$ _____
Capital Reserves	\$ _____
Federal, State, or Private Loans	\$ _____
Other _____ (Specify)	\$ _____
Total Applicant Funds	\$ _____
Applicant Participation Funding Percentage	_____ %

(Divide the total applicant funds above by the total PDMc portion of the project)

* **Required local share is a minimum of 25%.**

* The local share must come from a non-federal source (with the exception of Community Development Block Grant funds).

SECTION 8. ESTIMATED SCHEDULE FOR PLAN COMPLETION.

It is our desire for the planning grants to move quickly in all phases of the funding process. Those activities that cannot begin shortly after funding approval by Department of Homeland Security/FEMA may not be eligible. Estimate the month and year when the activities listed were, or will be, completed. (This is only an estimate. PDMc cannot predict the time table for FEMA to approve funding for the planning activities.)

	<u>Estimated Completion Date</u>
Grant Contract Signed	Month 1
Hazard Inventory	
Summary of Comprehensive Plans	
Review of Possible Mitigation Actions	
Completion of "Planning" Public Meetings	
Plan Review	
Plan Submitted for State and FEMA Review	
Total time required to complete this plan	

SECTION 8. CERTIFICATIONS AND ASSURANCES.

As the duly authorized agent of the applicant, I certify that the information provided in this application is true and correct. I further assure that the applicant will comply with all applicable state and federal regulations concerning the Pre-Disaster Mitigation Competitive (PDMc) grant program. I recognize that failure to comply with all of the applicable state and federal regulations may be grounds for the revocation of current or the denial of future mitigation grant program funding.

I understand that failure to comply with these conditions following the acceptance of any grant funds will cause the funds to be eligible for an immediate recapture by the state of Washington.

Authorized Signature _____

Date _____

The following information is “required” by the Department of Homeland Security/FEMA and is taken directly from DHS/FEMA guidance documents.

Supplemental Questions for National Ranking and Evaluation

A National Ranking and Evaluation process will be completed for all mitigation projects and planning activities proposed under FEMA’s Pre-Disaster Mitigation (PDM) competitive grant program. The information needed to rank and evaluate activities is provided below in the form of Supplemental Questions. Applicants and/or Sub-applicants must provide responses to the Supplemental Questions and supporting documentation for each mitigation project and planning activity submitted. FEMA will use this information during the National Ranking and Evaluation of applications. Applications without complete responses to the Supplemental Questions and supporting documentation for each activity submitted by the application deadline will not be considered for PDM competitive grants.

Note that the questions are divided into three sections: Supplemental Questions for all activities, Supplemental questions for mitigation planning activities, and Supplemental Questions for Projects. This reflects what is requested in the Evaluation section of the electronic grant application in FEMA’s electronic grants (e-Grants) system. If Applicants or Sub-applicants have problems understanding these questions or need assistance, they should consult their FEMA Regional Office.

SUPPLEMENTAL QUESTIONS FOR ALL ACTIVITIES
--

Please provide responses to the following supplemental questions for both mitigation planning activities and mitigation projects:

- If applying for multiple mitigation activities, how do these activities relate (e.g., mitigation project as demonstration for public education; two different mitigation activities for the same structure; feasibility study and related mitigation project; risk assessment to serve as basis for a mitigation plan)?
- Is your community participating in the Community Rating System (CRS)? If yes, what is your CRS rating?
- Is your community a Cooperating Technical Partner (CTP)?
- Is your community a Firewise Community? If yes, please provide your Firewise Community number.
- Has your community adopted building codes consistent with the International Codes?
- Has your community adopted the National Fire Protection Association (NFPA) 5000 Code?

- Have your community's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS)? If yes, what is your BCEGS rating?
- Does your community have a current FEMA-approved local multi-hazard mitigation plan? If yes, please provide the name of plan, type of plan (i.e., Local Multi-hazard Mitigation Plan, Tribal Local Multi-hazard Mitigation Plan), and date approved by FEMA.
- Does the State/Tribe in which your community is located have a current FEMA-approved mitigation plan? If yes, please provide the name of plan, plan type (i.e., Enhanced State Multi-hazard Mitigation Plan, Enhanced Tribal Multi-hazard Mitigation Plan, Standard State Multi-hazard Mitigation Plan, Standard Tribal Multi-hazard Mitigation Plan, or State Plan – Pre-DMA 2000), and date approved by FEMA.
- Describe the desired outcome and methodology of the mitigation activity in terms of mitigation objectives to be achieved.
- Describe performance expectations and timeline for interim milestones and overall completion of mitigation activity.
- Describe the staff and resources needed to implement this mitigation activity and applicant's ability to provide these resources.
- Describe how this mitigation activity will incorporate State, Tribal, private, or local community involvement to enhance its outcome through partnership.
- Describe how your community uses incentives to encourage mitigation (e.g., tax credits, building codes, waiver of building permit fee, FEMA-approved mitigation plan in place).
- Describe any outreach activities that are planned relative to this mitigation activity (e.g., signs, press releases, success stories, developing package to share with other communities, losses avoided analysis).
- Describe how this mitigation activity is creative/innovative.
- Describe how this mitigation activity will serve as a model for other communities (e.g., Do you intend to mentor other communities, tribes or States? Do you intend to prepare a description of the process followed in this activity so that others may learn from the example?).

SUPPLEMENTAL QUESTIONS FOR MITIGATION PLANNING ACTIVITIES

Please provide responses to the following additional questions (along with the supplemental questions for “all activities” above) for competitive mitigation planning activities only:

Please provide an assessment of the frequency (Very Low/Low/Medium/High) and severity (Minor, Serious, Extensive, Catastrophic) of an event in the applicant’s area for each of the following hazards: coastal storms, earthquake, fire, flood, freezing, hurricane, mud/landslide, severe ice storms, severe storms, snow, tornado, tsunami, typhoon, volcano, and windstorm (see table below). Please provide documentation that provides justification for your risk assessment.

Risk Assessment by Hazard								
Hazard	Frequency				Severity			
Coastal Storms	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Earthquake	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Fire	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Flood	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Freezing	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Hurricane	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Mud/Landslide	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Severe Ice Storms	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Severe Storms	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Snow	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Tornado	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Tsunami	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Typhoon	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Volcano	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic
Windstorm	Very Low	Low	Medium	High	Minor	Serious	Extensive	Catastrophic

Criteria for frequency categorization:

- Very low frequency: events that occur less frequently than once in 1,000 years (<10-3/yr);
- Low frequency: events that occur from once in 100 years to once in 1,000 years (10-2 to 10-3/yr);
- Medium frequency: events that occur from once in 10 years to once in 100 years (10-1 to 10-2/yr); and
- High frequency: events that occur more frequently than once in 10 years (>10-1/yr).

- Describe how this mitigation activity supports the National Priority (i.e., addresses repetitive flood loss properties).



STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
Camp Murray, Washington 98430-5122

PRE-DISASTER MITIGATION COMPETITIVE (PDMc) GRANT PROGRAM APPLICATION



DATED MATERIAL!!!

This application MUST be received at the State Mitigation Office by **5:00 p.m.**
September 3, 200X to be considered eligible for possible funding.

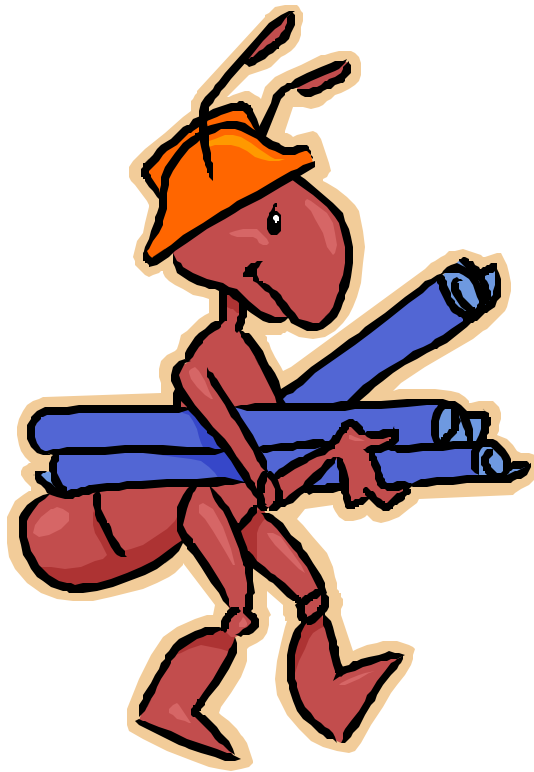
Initial Eligibility Checklist

We have developed the following questions to help you determine if you should proceed with your request for hazard mitigation funds. These questions are not all-inclusive, but are the areas to help clarify an applicant's eligibility. Make sure all documentation is labeled and attached. **Does this project:**

1. Substantially **reduce** the risk of future damage, hardship, loss, or suffering from a hazard? (Documentation of past and future damages avoided will be required later in the application.) ☐ Yes ☐ No
2. Address a problem that is repetitive or that poses a significant risk if left unsolved? ☐ Yes ☐ No
3. Contribute substantially to a long-term solution? ☐ Yes ☐ No
4. Provide **cost effective** protection over the expected project life? ☐ Yes ☐ No
5. Conform to federal and state environmental regulations? ☐ Yes ☐ No
6. Have manageable future maintenance requirements? ☐ Yes ☐ No
7. Reflect the most practical, effective and environmentally sound solution from among all alternatives considered? ☐ Yes ☐ No
8. Have documentation showing that the public was provided the opportunity to comment on the project and/or help develop the alternatives? ☐ Yes ☐ No
9. Have documentation that your community, or if located in a community, is participating and in good standing in the National Flood Insurance Program (NFIP)? Certification will be required. ☐ Yes ☐ No
10. Show, if required under the Growth Management Act (GMA), that your community has adopted its GMA Comprehensive Plan? ☐ Yes ☐ No
11. Have documentation that your jurisdiction has adopted your Critical Areas Ordinances? Required for all communities (senior taxing authority) in Washington. ☐ Yes ☐ No
12. Document it is not eligible for funding from any other federal programs? ☐ Yes ☐ No
13. Show sufficient match? ☐ Yes ☐ No
14. Show that a hazard mitigation plan is in place or will be in place as required? ☐ Yes ☐ No
15. Demonstrate that future disaster assistance will be reduced or not required? ☐ Yes ☐ No

**WASHINGTON STATE
PRE-DISASTER MITIGATION COMPETITIVE
(PDMc)
GRANT PROGRAM**

CHAPTER 1



**PROJECT INFORMATION FOR PROPOSED
HAZARD MITIGATION PROJECTS**

****Please refer to the Application Development Guide (ADG), Appendix 3 (A3), for examples, definitions and explanations.**

SECTION 1 **PROJECT DATA**

A. Project Information:

1. Applicant Name: _____
2. Project Title: _____
3. Project Cost: _____
4. Federal Tax ID #: _____
5. Basis of Applicant Eligibility:
☐ State Government ☐ Local Government ☐ Special Purpose District ☐ Indian Tribe

B. Briefly describe your hazard and the goal of your project.

C. Please provide the date of your most recent National Flood Insurance Program (NFIP)

“Community Assistance Visit” (CAV): _____

Did your community have any CAV/NFIP issues/violations from this visit?

YES ☐ NO ☐

Please **provide certification** from the Washington State Department of Ecology NFIP State Coordinator that your community currently has NO outstanding NFIP or CAV issues/violations and that you have a “compliant” flood ordinance approved and adopted by the time the application is distributed.

SECTION 2 **PROJECT SITE INFORMATION**

The following data is required on “EACH” property/structure for ALL project types.
Please include any alternate properties.

<u>PROPERTY SITE INVENTORY SHEET</u>				
1. Property/Structure Owner's Name:				
2. Owner Occupied or Rental:		<input type="checkbox"/> owner occupied	<input type="checkbox"/> rental	
3. Legal Description [Section/Township/Range]:				
4. GPS Coordinates [Latitude and Longitude]:				
5. Street Address (including bldg name, city, state and zip code):				
6. County where project is located:				
7. Attach a site map:				
8. Attach a plat map:				
9. Attach a photo of home/structure (if structure is 49 yrs or older, also see ADG, A3)				
10. Federal Congressional District:				
11. State Legislative District:				
12. Date of Construction:				
13. Estimated Fair Market Value (FMV)**:				
14. How was this value determined?				
15. Enclosed, heated square footage (Landslide Acquisition Projects):				
16. Title Holder – post mitigation:				
17. NFIP Policy number:				
18. Damage Source:				
<input type="checkbox"/> riverine flooding	<input type="checkbox"/> stormwater runoff	<input type="checkbox"/> coastal basin	<input type="checkbox"/> closed basin	<input type="checkbox"/> earthquake
<input type="checkbox"/> other:				
a. Current Damage (month/year and \$ amount):				
b. Previous Damage (month/year and \$ amount/event):				
19. What is the Flood Zone:				

20. Structure Type:				
<input type="checkbox"/> single	<input type="checkbox"/> 2-4 family	<input type="checkbox"/> multi-family	<input type="checkbox"/> manufactured home	<input type="checkbox"/> private non-residence
<input type="checkbox"/> public non-residence		<input type="checkbox"/> other:		
21. Foundation Type:				
<input type="checkbox"/> basement	<input type="checkbox"/> crawl space	<input type="checkbox"/> currently elevated on: <input type="checkbox"/> piers <input type="checkbox"/> posts <input type="checkbox"/> piles <input type="checkbox"/> columns		
<input type="checkbox"/> slab on grade		<input type="checkbox"/> other:		
22. Property Action:				
<input type="checkbox"/> acquisition/demolition		<input type="checkbox"/> acquisition/relocation	<input type="checkbox"/> flood-proofed	<input type="checkbox"/> elevation
<input type="checkbox"/> relocation	<input type="checkbox"/> seismic retrofit	<input type="checkbox"/> wind retrofit	<input type="checkbox"/> other:	
23. National Flood Insurance Program (NFIP) Information:				
a. Repetitive loss structure (2 or more insured NFIP losses)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
b. If property site is a repetitive loss structure, then specify which category:				
<input type="checkbox"/> 2-3 insured losses cumulatively ≤ building fair market value?		<input type="checkbox"/> 2-3 insured losses cumulatively > building fair market value?		<input type="checkbox"/> 4 or more insured losses since 1978
24. Acquisition, Relocation, and Elevation Projects Only (Relocated homes must be outside the 100- year floodplain/known hazard area; critical facilities to be outside the 500-year floodplain): See ADG, A3, A5 and A6.				
a. Number of homes/structures to be acquired/demolished/elevated:				
b. Priority #		of		
c. Amount of Relocation Assistance Required (see ADG, A7):				
25. Determination of Duplication of Benefits (DOB). Have any of the property owners/renters received disaster benefits from the National Flood Insurance Program or other federal disaster programs? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Note: Federal funds cannot be used as a match for this program.				

SECTION 3. APPLICANT AGENT INFORMATION

A resolution, or other formal method of designation, specifically naming the applicant agent for the Pre-Disaster Mitigation competitive (PDMc) Grant Program must be included in this application in order to be considered eligible.

The Applicant Agent is the designated contact whom the jurisdiction has authorized to apply for and receive grant funding. **For clear and direct communication, jurisdictions may want to make this the same person who will have project management responsibility if grant funding is awarded.** To provide continuity and ease of grant administration, the Washington State Military Department, Emergency Management Division, would like to work with a single point of contact throughout the application, award, and reimbursement processes. A formal designation of an Applicant Agent may be made using the enclosed form, or by any method normally used by your jurisdiction.

Applicant Agent Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____

Alternate Applicant Agent Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____

Project Manager Information:

Name: _____
Title: _____
Telephone: _____ Fax: _____
Address: _____

E-mail: _____

SECTION 4**RESOLUTION DESIGNATING APPLICANT AGENT**

For the state of Washington Pre-Disaster Mitigation Grant Program Competitive (PDMc)
Application and Grant

BE IT RESOLVED THAT _____

(Print Name and Title)

OR HIS/HER ALTERNATE: _____

(Print Name and Title)

is hereby authorized to execute for and on behalf of _____, a
local government entity, state agency, special purpose district or federally recognized tribe,
this application, grant agreement, and payment requests to be filed with the Military
Department, Emergency Management Division, for the purpose of obtaining and
administering certain state and federal financial assistance under Section 322 of the Disaster
Mitigation Act of 2000 (DMA2K – Stafford Act, as amended).

THAT the _____ hereby authorizes its agent to provide to
the State Emergency Management Division for all matters concerning such state disaster
mitigation assistance the assurances and agreements required.

Passed and approved this _____ day of _____, 20_____.

(CEO Signature and Title)

CERTIFICATION

I, _____ duly appointed as _____
(Name) (Title)

do hereby certify that the above is a true and correct copy of a resolution passed and
approved by the

_____ of the _____

on the _____ day of _____, 20_____.

(Signature)

SECTION 5 CERTIFICATIONS AND ASSURANCES

As the duly authorized agent of the applicant, I certify that the information provided in all sections of this application is true and correct. I further assure that the applicant will comply with all applicable state and federal regulations concerning the Pre-Disaster Mitigation competitive (PDMc) Grant Program. I will obtain all necessary permits and approvals if the proposed project is awarded Hazard Mitigation Grant funds. I recognize that failure to comply with all of the applicable state and federal regulations may be grounds for the revocation of current, or the denial of future, Mitigation Grant Program funding.

For projects that involve elevation of individual homes and structures, we must get applicable plans and permits. A building official currently certified by applicable code organizations (ICBO, etc.) must accomplish final certification of the elevation portion of the project.

For projects that involve the acquisition/relocation of properties in the floodplain, the following eligibility criteria and assurances from 44 CFR § 206.434(d) or (e-new) apply:

- A. We will convey the following restrictive covenants in the deed of any property acquired, accepted, or from which structures are removed (hereafter called the property).
 - 1. The property will be dedicated and maintained in perpetuity for uses compatible with open space, recreational, or wetlands management practices.
 - 2. No new structure(s) will be built on the property except as indicated below:
 - a. A public facility that is open on all sides and functionally related to a designated open space or recreation use;
 - b. A restroom; or
 - c. A structure that is compatible with open space, recreational, or wetlands management usage and proper floodplain management policies and practices that the Director approves in writing before the construction of the structure begins.
 - 3. After completion of the project, we will not apply for additional DISASTER assistance for any purpose with respect to the property to any federal entity or source, and no federal entity or source will provide such assistance.
- B. In general, allowable open space, recreational, and wetland management uses include parks for outdoor recreational activities, nature reserves, cultivation, grazing, camping (except where adequate warning time is not available to allow evacuation), temporary storage in the open of wheeled vehicles that are easily movable (except mobile homes), unimproved, pervious parking lots, and buffer zones.
- C. Any structures built on the property will be flood proofed or elevated to the Base Flood elevation plus one foot of freeboard (at a minimum).

If our jurisdiction does not currently have a local hazard reduction plan, I certify in our agreement that if selected for a PDMc grant, a local hazard mitigation plan will be developed within the deadline set by FEMA which currently is November 1, 2004.

I further certify that the proposed project has been reviewed by the applicable planning director/ department and found consistent with our adopted comprehensive plan and development regulations. I understand that failure to comply with these conditions following the acceptance of any grant funds will cause the funds to be eligible for an immediate recapture by the state of Washington.

Authorized Signature _____ **Date** _____

Alternate Authorized Signature _____ **Date** _____

SECTION 6 **PROJECT BUDGET AND FUNDING SOURCES**

A. Estimated Total Project Costs:

Preliminary Engineering Report \$ _____

Design Engineering (P.S.E.) \$ _____

Land / R-O-W Acquisition (Itemize for each site/structure) \$ _____

Relocation Costs \$ _____

Sales or Use Tax \$ _____

Construction (Itemize for each site/structure) \$ _____

Other: _____ (specify) \$ _____

TOTAL PROJECT COSTS: \$ _____

The above information applies to the PROPOSED ACTION alternative only.

B. Applicant Funding Source(s)

The Pre-Disaster Mitigation competitive (PDMc) Grant Program is a grant reimbursement program. Jurisdictions must have sufficient resources to assure completion of the project, including any cost overruns.

Please identify the source(s) of your local share of the project costs. This application is **INCOMPLETE** if local share is not specified, OR if insufficient local share is identified. Other funds that you are applying for may be included if you can certify that you will be able to cover the eligible costs should the other funds be denied.

General Funds	\$	_____
Capital Reserves	\$	_____
Federal, State, or Private Loans	\$	_____
Rates	\$	_____
Assessments (ULIDs, LIDs, RIDs)	\$	_____
Special Levies	\$	_____
Other (specify)	\$	_____
Total Applicant Funds (minimum 25%)	\$	_____
Applicant Participation Funding Percentage	%	_____

C. Non-Applicant (Outside Sources) Project Funds

1. If this PDMc project is **part of a larger project**, or if you have outside funds committed as part of your local match, please identify these funds (complete table) and describe **any constraints or conditions** below on the sources listed. **(DO NOT include any of your requested PDMC funds as part of this section.)**
Complete table below:

Sources of Funds	Amount	Local Match
Federal (from):		
State (from):		
Other (from):		
TOTAL Non-Applicant Funds		

2. If a PDMc grant is not provided, or delayed, what impact will this have on the timing of your project? How will this affect your ability to use alternate funds committed to this project?

SECTION 7 **ESTIMATED SCHEDULE FOR PROJECT COMPLETION**

It is our desire for projects to move quickly in all phases of the grant process. Those projects that cannot begin shortly after funding approval by FEMA may not be funded. FEMA desires the project be completed within 24 months of funding approval. Estimate the month and year when the activities listed were, or will be, completed. While this is only an estimate (the state PDMc staff cannot predict the actual time it will take for FEMA to approve funding of projects), if approved and funded, you will be held to the overall timelines as established in this section, as this is a scored element of the application.

Month one is when the grant agreement would be signed. Figure the remaining dates as a + (number of) months from that date.

	<u>Estimated Completion Date</u>
Grant Agreement Signed	Month 1 _____
Engineering Report/Studies	_____
Required Permits Obtained	_____
Land ROW Acquisition	_____
Prepare Bid Documents	_____
Award Construction Contract	_____
Begin Construction	_____
Complete Construction	_____
Project in Use	_____
Total Time Required To Complete This Project	_____

SECTION 8

APPLICANT'S NARRATIVE RESPONSE

FEDERAL AND STATE CRITERIA - GOALS AND OBJECTIVES

Federal and state governments have established the following damage reduction goals:

- Save lives and reduce public exposure to risk
- Reduce or prevent damage to public and private property
- Reduce adverse environmental or natural resource impacts
- Reduce the financial impact on public agencies and society

The questions in this section relate to specific objectives that the federal and state governments wish to accomplish through the PDMc Grant Program. To determine whether your proposal meets the minimum federal and state criteria, you must provide a **clear and detailed written response** to each item below. Answer the following questions **completely** (on separate sheets if needed) to **show** that this project meets minimum federal and state eligibility criteria. The state cannot consider projects that do not meet the applicable criteria.

1. Does your jurisdiction have an **adopted** local hazard reduction plan? If yes, is this proposed project identified in it?
2. Describe how this project will protect lives and reduce public risk.
3. Describe how this project will reduce the level of hazard damage vulnerability in existing structures and developed areas.
4. Describe how this project will reduce the number of vulnerable structures through acquisition, relocation and/or retrofit. If acquiring, describe your jurisdiction's plans for the acquired property (open space, etc.).
5. Describe how this project will avoid inappropriate future development in areas that are vulnerable to hazard damage (example: floodways, liquefaction zones).

6. Describe how the project will solve a problem independently, or function as a beneficial part of an overall solution. **(If part of a larger project, assurance must be provided with the application that the overall project will be completed.)**
7. Describe how this project will provide a cooperative, inter-jurisdictional or inter-agency solution to the problem.
8. Demonstrate that this project will provide a long-term mitigation solution (not a short-term fix) in locations that experience repetitive hazard damage.
9. Show how this project will address emerging hazard damage issues (such as the damage caused by storm water runoff at build-out densities, trees in right-of-ways, identification of new EQ fault lines).
10. Describe how this project will restore or protect natural and/or built environmental values.
11. Describe your jurisdiction's implementation and enforcement of all ordinances, standards, and/or regulations that identify and address disaster-related hazards, and which serve to reduce future hazards. This can include local land-use ordinances and a local hazard mitigation plan.
12. Describe how your jurisdiction is increasing public awareness of hazards, preventive measures, and emergency responses to disasters.
13. Describe how the project, upon completion, will have affordable operation and maintenance costs that the applicant jurisdiction is committed to support.
14. Describe how the proposed project improves your jurisdiction's ability to protect its critical areas, as required by the Growth Management Act (RCW 43.17.250). This can include the completion of your community's Critical Areas Ordinance, as required by the GMA.

The following is a requirement of the Department of Homeland Security/FEMA.

Supplemental Questions for National Ranking and Evaluation

A National Ranking and Evaluation process will be completed for all mitigation projects and planning activities proposed under FEMA's Pre-Disaster Mitigation (PDM) competitive grant program. The information needed to rank and evaluate activities is provided below in the form of Supplemental Questions. Applicants and/or Sub-applicants must provide responses to the Supplemental Questions and supporting documentation for each mitigation project and planning activity submitted. FEMA will use this information during the National Ranking and Evaluation of applications. Applications without complete responses to the Supplemental Questions and supporting documentation for each activity submitted by the application deadline will not be considered for PDM competitive grants.

Note that the questions are divided into three sections: Supplemental Questions for all activities, Supplemental questions for mitigation planning activities, and Supplemental Questions for Projects. This reflects what is requested in the Evaluation section of the electronic grant application in FEMA's electronic grants (e-Grants) system. If Applicants or Sub-applicants have problems understanding these questions or need assistance, they should consult their FEMA Regional Office.

SUPPLEMENTAL QUESTIONS FOR ALL ACTIVITIES

Please provide responses to the following supplemental questions for both mitigation planning activities and mitigation projects:

- If applying for multiple mitigation activities, how do these activities relate (e.g., mitigation project as demonstration for public education; two different mitigation activities for the same structure; feasibility study and related mitigation project; risk assessment to serve as basis for a mitigation plan)?
- Is your community participating in the Community Rating System (CRS)? If yes, what is your CRS rating?
- Is your community a Cooperating Technical Partner (CTP)?
- Is your community a Firewise Community? If yes, please provide your Firewise Community number.

- Has your community adopted building codes consistent with the International Codes?
- Has your community adopted the National Fire Protection Association (NFPA) 5000 Code?
- Have your community's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS)? If yes, what is your BCEGS rating?
- Does your community have a current FEMA-approved local multi-hazard mitigation plan? If yes, please provide the name of plan, type of plan (i.e., Local Multi-hazard Mitigation Plan, Tribal Local Multi-hazard Mitigation Plan), and date approved by FEMA.
- Does the State/Tribe in which your community is located have a current FEMA-approved mitigation plan? If yes, please provide the name of plan, plan type (i.e., Enhanced State Multi-hazard Mitigation Plan, Enhanced Tribal Multi-hazard Mitigation Plan, Standard State Multi-hazard Mitigation Plan, Standard Tribal Multi-hazard Mitigation Plan, or State Plan – Pre-DMA 2000), and date approved by FEMA.
- Describe the desired outcome and methodology of the mitigation activity in terms of mitigation objectives to be achieved.
- Describe performance expectations and timeline for interim milestones and overall completion of mitigation activity.
- Describe the staff and resources needed to implement this mitigation activity and applicant's ability to provide these resources.
- Describe how this mitigation activity will incorporate State, Tribal, private, or local community involvement to enhance its outcome through partnership.
- Describe how your community uses incentives to encourage mitigation (e.g., tax credits, building codes, waiver of building permit fee, FEMA-approved mitigation plan in place).
- Describe any outreach activities that are planned relative to this mitigation activity (e.g., signs, press releases, success stories, developing package to share with other communities, losses avoided analysis).

- Describe how this mitigation activity is creative/innovative.
- Describe how this mitigation activity will serve as a model for other communities (e.g., Do you intend to mentor other communities, tribes or States? Do you intend to prepare a description of the process followed in this activity so that others may learn from the example?).

SUPPLEMENTAL QUESTIONS FOR MITIGATION PROJECTS

Please provide responses to the following additional questions (along with the supplemental questions for “all activities” above) for competitive mitigation projects only:

- What is the net present value of project benefits (A)?
- What is the total project cost estimate (B)?

The benefit cost ratio for the entire project will be calculated by dividing the net present value of project benefits (A) by the total project cost estimate (B). A narrative description of the methodology utilized in the analysis, including any assumptions made when conducting the Benefit-Cost Analysis must be provided. The narrative statement should also include any documentation of hazard and damage data utilized, and copies of summary reports from the Benefit-Cost Analysis software utilized.

- Please provide the percent of the population benefiting from this mitigation activity.
- What is the primary hazard to be mitigated? Please select from the following primary hazards: Coastal storms; Earthquake; Windstorms; Fire; Flood; Freezing; Hurricane; Mud/landslide; Severe ice storms; Severe Storms; Snow; Tornado; Tsunami; Typhoon; or Volcano.
- Please list of any other hazards to be mitigated.
- Does this mitigation activity protect a critical facility? If yes, please provide the type of critical facilities to be protected (i.e., Hazardous Materials Facilities, Emergency Operation Centers, Power Facilities, Water Facilities, Sewer and wastewater treatment Facilities, Communications Facilities, Emergency Medical Care Facilities, Fire Protection, and Emergency Facilities).

REFERENCE:

Critical facilities are:

- Facilities that produce, use or store highly volatile, flammable, explosive, toxic or water-reactive materials;
 - Emergency Operation Centers, data storage centers which contain records or services that may become lost or inoperative;
 - Power—Facilities for generation, transmission and distribution of electric power;
 - Water (including water provided by an irrigation organization or facility)—Facilities for the treatment, transmission and distribution of water by a water company supplying municipal water. In addition, water provided by an irrigation company for potable, fire protection or electricity generation purposes;
 - Sewer and wastewater treatment—Facilities for collection, transmission and treatment of wastewater;
 - Communications—Facilities for transmission, switching and distribution of telephone traffic;
 - Emergency Medical Care—Facilities which provide direct patient care to include hospitals, clinics, outpatient services, nursing homes, and housing for the elderly, which are likely to contain occupants who may not be sufficiently mobile to avoid the loss of life or injury; and,
 - Fire Protection/Emergency—Fire and rescue companies including buildings and vehicles essential to providing emergency services, police, and ambulance companies.
-
- Describe how this mitigation activity supports the National Priority (i.e., reducing repetitive flood loss properties); complies with Federal laws and Executive Orders (e.g., National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, Clean Water Act, Executive Order 11988, Floodplain Management, Executive Order 11990, Protection Of Wetlands, Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction); and is complementary to other relevant Federal programs (e.g., American Heritage Rivers Initiative; SBA Mitigation Loan Program; EPA Watershed Initiative, US Fish and Wildlife Services Fish Passage Program).
-
- Describe how this mitigation activity offers long-term financial and social benefits.

PRE-DISASTER MITIGATION COMPETITIVE GRANT PROGRAM

CHAPTER 2



ENVIRONMENTAL AND HISTORICAL DATA REQUIREMENTS FOR PROPOSED HAZARD MITIGATION PROJECTS

Some of the most important areas that affect PRE-DISASTER MITIGATION COMPETITIVE (PDMc) GRANT PROGRAM projects relate to environmental and historical issues. The following data is required to ensure that your project is the “most environmentally sound and practical solution.” Please provide the following information for the **proposed project alternative only**.

SECTION 1 **NOTIFICATION AND PUBLIC INVOLVEMENT**

- A. Describe the ***recent public involvement*** in the alternative development and selection process, especially those individuals that this project may impact. **Please provide documentation.**

- B. Describe the ***recent involvement*** your agency has had with other federal, state, local, or tribal agencies regarding the planning, impact, and support of alternatives. **Please provide documentation.**

- C. How has your jurisdiction coordinated the planning and possible impacts of this project with neighboring jurisdictions, including counties, cities, states, tribes, fire, police, public works, and utilities? Please explain.

- D. Will this project affect upstream/downstream/neighboring jurisdictions? Explain, in detail, to what extent this affect will be, and why the problem has not been addressed in the past, either by your jurisdiction or inter-jurisdictionally with the other interests?

SECTION 2 **SELECTION OF BEST PROJECT ALTERNATIVE**

As part of the National Environmental Policy Act (NEPA) process, the PRE-DISASTER MITIGATION COMPETITIVE GRANT PROGRAM (PDMC) requires a narrative discussion of at least THREE (3) alternatives (from No Action to the most effective, practical solution) and their impacts (beneficial and detrimental).

In the space below, please **describe the process** used in selecting this project over the other possible alternatives and why it represents the best solution to the problem. (Use additional sheets, if necessary.)

PRE-DISASTER MITIGATION COMPETITIVE GRANT PROGRAM
ALTERNATIVE REVIEW FORM-PART 1
PROPOSED ACTION ALTERNATIVE

1. Description of Proposed Action Alternative:

Using additional sheets if necessary (or continue here as needed), please include any appropriate diagrams, sketch maps, discussion on all components and actions, amount of materials and equipment, dimensions of project, and amount of time required to complete.

2. Project Costs of this Alternative: \$ _____

3. Benefits of this Alternative: \$ _____

4. Description of surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.

5. Briefly describe any positive environmental impacts of the project.

6. Check any potential impacts that may apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Water Quality | <input type="checkbox"/> Toxic or Hazardous Substances |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Potential for Cumulative Impacts |
| <input type="checkbox"/> Rare & Endangered Species | <input type="checkbox"/> Fisheries | <input type="checkbox"/> GMA Critical Areas (coastal zones, wildlife refuge, wilderness, wild & scenic rivers, drinking water aquifers.) |
| <input type="checkbox"/> Historic Resources | <input type="checkbox"/> Public Controversy | |
| <input type="checkbox"/> Previously undisturbed soil | <input type="checkbox"/> Vegetation removal | |

Would this project use unproven technology? ☐ Yes ☐ No

7. Is there potential for degradation of already poor environmental conditions? ☐ Yes ☐ No

8. Is there potential to violate any federal, state, local, or tribal law or code to protect the environment? ☐ Yes ☐ No

9. Briefly describe any of the areas noted in questions 6, 7, or 8.

10. Describe how the proposed project will reduce or eliminate the need for future state or federal disaster assistance.

PRE-DISASTER MITIGATION COMPETITIVE GRANT PROGRAM
ALTERNATIVE REVIEW FORM-PART 2
SECOND ALTERNATIVE

1. Describe an alternate project that could be developed if the Proposed Action Alternative could not be built or was not approved:

Using additional sheets if necessary, please include any appropriate diagrams, sketch maps, discussion on all components and actions, amount of materials and equipment, dimensions of project, and amount of time required to complete.

2. Project Costs of this Alternative: \$ _____
3. Benefits of this Alternative: \$ _____

4. Description of surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.

5. Briefly describe any positive environmental impacts of the project.

6. Check any potential impacts that may apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Water Quality | <input type="checkbox"/> Toxic or Hazardous Substances |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Potential for Cumulative Impacts |
| <input type="checkbox"/> Rare & Endangered Species | <input type="checkbox"/> Fisheries | <input type="checkbox"/> GMA Critical Areas (coastal zones, wildlife refuge, wilderness, wild & scenic rivers, drinking water aquifers.) |
| <input type="checkbox"/> Historic Resources | <input type="checkbox"/> Public Controversy | |
| <input type="checkbox"/> Previously undisturbed soil | <input type="checkbox"/> Vegetation removal | |

Would this project use unproven technology? ☐ Yes ☐ No

7. Is there potential for degradation of already poor environmental conditions? ☐ Yes ☐ No

8. Is there potential to violate any federal, state, local, or tribal law or code to protect the environment? ☐ Yes ☐ No

9. Briefly describe any of the areas noted in questions 6, 7, or 8.

10. Describe how the proposed project will reduce or eliminate the need for future state or federal disaster assistance.

PRE-DISASTER MITIGATION COMPETITIVE GRANT PROGRAM
ALTERNATIVE REVIEW FORM-PART 3
NO ACTION ALTERNATIVE

1. Description of No Action Alternative:

Using additional sheets if necessary, please include any appropriate diagrams, sketch maps, discussion on all components and actions, amount of materials and equipment, dimensions of project, and amount of time required to complete.

2. Project Costs of this Alternative: \$ _____

3. Benefits of this Alternative: \$ _____

4. Description of surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.

5. Briefly describe any positive environmental impacts of the project.

6. Check any potential impacts that may apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Water Quality | <input type="checkbox"/> Toxic or Hazardous Substances |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Potential for Cumulative Impacts |
| <input type="checkbox"/> Rare & Endangered Species | <input type="checkbox"/> Fisheries | <input type="checkbox"/> GMA Critical Areas (coastal zones, wildlife refuge, wilderness, wild & scenic rivers, drinking water aquifers.) |
| <input type="checkbox"/> Historic Resources | <input type="checkbox"/> Public Controversy | |
| <input type="checkbox"/> Previously undisturbed soil | <input type="checkbox"/> Vegetation removal | |

Would this project use unproven technology? ☐ Yes ☐ No

7. Is there potential for degradation of already poor environmental conditions? ☐ Yes ☐ No

8. Is there potential to violate any federal, state, local, or tribal law or code to protect the environment? ☐ Yes ☐ No

9. Briefly describe any of the areas noted in questions 6, 7, or 8.

10. Describe how the proposed project will reduce or eliminate the need for future state or federal disaster assistance.

SECTION 3 **ENVIRONMENTAL DATA CHECKLIST**

To be completed for ALL project types

The following actions apply to the proposed action alternative only. Applicants are responsible for compliance with all applicable federal, state, and local regulations, codes, and standards and for securing the necessary permits and approvals. The state of Washington will require a CURRENT SEPA Checklist or Determination of Non-Significance for the project if it is selected for FEMA funding recommendation. We will require a short turn-around at that point, so it is to your advantage to begin the process now.

Projects funded under the state PRE-DISASTER MITIGATION COMPETITIVE GRANT PROGRAM must comply with all appropriate environmental regulations. This includes compliance with the National Environmental Policy Act (NEPA PL 91-190, as amended), and all of the federal laws covered within this Act. Some of the federal laws and regulations include Executive Order 11988 (Floodplain Management), Executive Order 11990 (Protection of Wetlands), E.O. 12898 (Environmental Justice), the Clean Air Act and the Clean Water Act.

A. HISTORIC AND ARCHAEOLOGICAL RESOURCES (Public Law 96-515, Sec. 106)

1. Is there a potential for archaeologically-significant resources to be located on or near the site? YES ☐ NO ☐ UNSURE ☐
2. Are there structures in the project area that are 49 years or older? For each of these a determination by FEMA must be made regarding the *potential* to be historically significant. YES ☐ NO ☐ UNSURE ☐
3. For any structure 49 years or older, provide the date/age of the building and whether it has been remodeled. Provide any known historical knowledge of the site, such as past use, owners or renovations.
4. Has there been any consultation with the State Historic Preservation Officer (SHPO) regarding the project? If yes, describe and include any documentation.
YES ☐ NO ☐

B. FLOODPLAINS AND WETLANDS DISCLOSURE

(Floodplains: RCW 86-16 and Presidential EO-11988 / Wetlands: Governor's EO-90-04 and Presidential EO-11990)

1. Is there a wetland, as defined by either the U.S. Fish and Wildlife Service or the Clean Water Act, on the site or within the immediate vicinity? YES ☐ NO ☐
2. If you answer YES to the previous question, we will require that you comply with the Governor's Executive Order 90-04. This may include the preparation and Department of Ecology's approval of a **Wetlands Compensatory Mitigation Plan**. If applicable, the Department of Ecology must approve the plan before we approve PDMC funds. Please indicate what actions, if appropriate, you are taking concerning wetlands.

3. Please identify the following:
FEMA Flood Insurance Panel Number: _____
FEMA Flood Insurance Rate Map Zone Designation: _____
4. Complete the following 8-Step Process to show compliance with Executive Orders 11988 (Floodplain Management) and 11990 (Wetland Protection):

Step 1: Determine whether the proposed action is located in a wetland and/or the 100-year floodplain (500-year floodplain for critical actions), or whether it has the potential to affect or be affected by a floodplain or a wetland.

Is the action located in a floodplain or wetland, or may it potentially affect these areas? It may or may not be designated on a FEMA Flood Insurance Rate Map. YES ☐ NO ☐

If yes, you must continue through steps 2-8 and make sure to describe your compliance with each step in detail. If no, you are finished with the 8-step process.

Step 2: Notify the public at the earliest possible time of the intent to carry out an action in a floodplain or wetland, and involve the affected and interested public in the decision-making process.

Step 3: Identify and evaluate practicable alternatives to locating the proposed action in a floodplain or wetland (including alternative sites, actions and the no action option). If a practicable alternative exists outside the floodplain or wetland, FEMA must locate the action at the alternative site.

Step 4: Identify the full range or potential direct or indirect impacts associated with the occupancy or modification of floodplains and wetlands and the potential direct and indirect support of floodplain and wetland development that could result from the proposed action.

Step 5: Minimize the potential adverse impacts and support to or within floodplains and wetlands that were identified under step 4, restore and preserve the natural and beneficial values served by floodplains, and preserve and enhance the natural and beneficial values served by wetlands.

Step 6: Re-evaluate the proposed action to determine first, if it is still practicable in light of its exposure to flood hazards, the extent to which it will aggravate the hazards to others, and its potential to disrupt floodplain and wetland values. Second, if alternatives rejected at step 3 are practicable in light of the information gained in steps 4 and 5, FEMA shall not act in a floodplain or wetland unless it is the only practicable location.

Step 7: Prepare and provide the public with a finding and public explanation of any final decision that the floodplain or wetland is the only practicable alternative.

Step 8: Review the implementation and post-implementation phases of the proposed action to ensure that the requirements of the order are fully implemented. Oversight responsibility shall be integrated into existing processes.

5. Describe any outstanding issues of compliance with Executive Orders 11988 and 11990.

C. **ENVIRONMENTAL JUSTICE** (Executive Order 12898)

1. Are there concentrations of minority or low income populations in or near the project area? YES ☐ NO ☐ UNSURE ☐
2. Would they be disproportionately impacted by this project? YES ☐ NO ☐ UNSURE ☐
- If yes, discuss how the project will provide sufficient benefit to outweigh the described impact(s). Also, describe any additional minimization measures that will be taken.
3. Include any socio-economic data used to make the above determinations.

D. **TOXIC AND HAZARDOUS SUBSTANCES**

- Are there any toxic or hazardous substances in the project area? (Including underground storage tanks, above ground storage tanks, septic systems or other potential contaminants). **A waiver of liability form will be required prior to release of any funds.** YES ☐ NO ☐
UNSURE ☐

E. **ENDANGERED SPECIES AND HABITATS**

1. Are there any threatened, endangered, or sensitive species or habitats known to be on or near the project site? Describe and attach any supporting documentation. YES ☐ NO ☐ UNSURE ☐
2. Is the project located in or near a waterway or other body of water? YES ☐ NO ☐
3. Will there be any modification of the waterway or body of water? YES ☐ NO ☐

F. **HYDRAULIC CODE COMPLIANCE** (RCW 77.55.100-180)

- Is your proposed project located below the Ordinary High Water Line in the bed of any salt or fresh water of the state? YES ☐ NO ☐

G. **SEPA COMPLIANCE** (WAC 197-11)

1. If you have a completed **Environmental Checklist** or **Determination of Non-Significance**, please include it as part of your application. Attached: YES ☐ NO ☐
2. Will there be a **Determination of Non-Significance or Claim for Categorical Exemption** for this project?
DNS: YES ☐ NO ☐
CE: YES ☐ NO ☐
3. If you claim a **Categorical Exemption** under SEPA regulations, please cite the sections of your SEPA procedures or the section of WAC under which you claim exemption.
4. Please describe the categorical exemption in adequate detail for evaluation:

H. **SHORELINE MANAGEMENT ACT COMPLIANCE** (RCW 90.58)

- Is your proposed project located within the boundaries of the Shoreline Management Act (including but not limited to: within 200 feet of any marine shoreline or associated wetland; the banks or associated wetlands of any stream with a flow of 20 cubic feet per second or greater; or the shoreline or associated wetland of any lake 20 acres in size or larger in any of the 15 counties west of the crest of the Cascade Mountain range)? YES ☐ NO ☐

I. **CRITICAL AREAS DISCLOSURE** (RCW 36.70A and RCW 43.17.250)

The Growth Management Act requires all cities and counties in the state to designate critical areas (RCW 36.70A.170 (1) (d)) and to adopt development regulations that will protect them (RCW 36.70A.060 (2)).

1. Please provide the date your Growth Management Plan (if required) and the date your Critical Areas Ordinances (CAOs) were approved and adopted. Please provide certification from the Office of Community Development that your plan/CAOs are compliant with the GMA. *Make sure to reference this attachment in your application.*
2. Is your proposed project in any of the "**Critical Area**" classifications identified in Washington State's Growth Management Act? These areas include, but are not limited to, Wetlands, Aquifer Recharge Areas, Frequently Flooded Areas,

Geologically Hazardous Areas such as landslide, erosion, alluvial fan, seismically active, or volcanic areas, and Fish and Wildlife Habitat Areas.

YES ☐ NO ☐

3. If you answer YES, please identify the critical area category(s).
4. If your proposed project is in a designated critical area, explain how your development regulations will protect these areas.

J. **CODE COMPLIANCE ASSURANCE**

1. Will your project meet all applicable codes and standards for the area in which it is located? YES ☐ NO ☐
2. If you answer **NO**, please describe the exemptions or variances that will be required.

PRE-DISASTER MITIGATION COMPETITIVE (PDMc) GRANT PROGRAM

CHAPTER 3



DATA REQUIREMENTS FOR BENEFIT/COST ANALYSIS FOR PROPOSED HAZARD MITIGATION PROJECTS

SECTION 1 **COST TO BENEFIT NARRATIVE**

One of the key challenges in funding state mitigation projects is the documentation and verification of the cost effectiveness of the proposed mitigation project. For the Pre-Disaster Mitigation competitive (PDMc), the federal government requires that **the project's benefits, over the life of the project, exceed the project's costs**. Cost benefit will be 51% of the national scoring criteria.

The narrative description of the benefit/cost information needs to be filled out for every type of project. If the question is not applicable, please mark "N/A."

Please discuss each of the following issues:

1. What is the project life in years?

2. Describe the life-cycle cost of the proposed project.
(These are the O & M costs only for the entire life of the project.)

3. What is the value of the property that the proposed project will protect (please describe whether this is real or personal property)?

4. What are the specific **documented** damage amounts during the recent declared event that you can attribute to the lack of this project?

5. What are the specific **documented** damage amounts during past events that you can attribute to the lack of this project? Identify how often each one of these events occurs.

6. What is the dollar amount (estimated) of damage and associated costs that **you would prevent** as a direct result of the proposed project over its useful life?

7. What are the estimated damages associated with subsequent negative impacts, using a unit of assigned value. This could include several impacts, such as estimated future loss of revenue (unit could be per day or per week, for example); loss of property values (unit could be a percentage per event) e.g., road closed, with no access, for 5 days.

8. Identify displacement costs, including costs for lodging and meals; evacuation costs; charges by Red Cross or other emergency services.

9. Please complete the cost/benefit summary worksheet below for the proposed alternative project:

1.	Total Project Cost:		5.	Annual Maintenance Costs: (After project is completed)	
2.	Project Life in Years:		6.	Total Costs of all Past Disasters related to this project:	
3.	Effectiveness of Project:		7.	Total Displacement Costs: (Rent, Evacuation, Red Cross, other.)	
4.	Repair Costs to Pre-disaster Condition: (Most recent event only)		8.	Established Frequency of Recent Event: (Event causing damages)	

SECTION 2 **EARTHQUAKE COST EFFECTIVENESS WORKSHEETS**

The following worksheets pertain to seismic projects for roads, utilities, public buildings, residential buildings, and non-structural mitigation. **You only need to fill out the worksheet that applies to your individual proposed alternative project. Please complete a worksheet for each structure/building.** Without this information, state staff will be unable to certify the cost effectiveness and this will render your application **incomplete and ineligible**.

PUBLIC BUILDINGS: STRUCTURAL RETROFIT PROJECTS

GENERAL INFORMATION

1	Building Name	
2	Address	
3	City, State, Zip	
4	Owner	

BUILDING INFORMATION

5	Building Structural Type**	
6	Number of Stories Above Grade	
7	Construction Date	
8	Are Historic Building issues significant for this building? If yes, please explain in an attachment.	
9	Are there any significant environmental issues associated with retrofit of this building? If yes, please explain in an attachment.	
10	Building Size** (total square feet)	
11	Area Occupied by Owner	
12	If not 100% of building, identify functions for which remaining space is used.	
13	Building Replacement Value**	
14	Brief description of building contents	
15	Estimated contents replacement value	

BUILDING STRUCTURAL INFORMATION

16	Have any seismic retrofits been completed for this building? If yes, provide details in an attachment.
17	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this building? If yes, provide details (or copies) in an attachment.
18	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this building?

19	Have geotechnical studies of soils at the building site been conducted? If yes, provide details or a copy of the report as an attachment.
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ESTIMATED DISPLACEMENT COSTS**

If future earthquake damage is sufficient to require occupants to be displaced to temporary quarters while repairs are made. **(\$/month)**

20	Rental cost per month for temporary quarters	
21	Other costs per month for temporary quarters	
22	One time costs (moving, etc.) for roundtrip move to temporary quarters.	

ESTIMATED AVERAGE OCCUPANCY OF BUILDING**

		Weekdays			Weekends		
		Day	Evening	Night	Day	Evening	Night
23	Occupants						
24	Days per week						
25	Hours per day						
26	Months per year						

VALUE OF PUBLIC/NONPROFIT SERVICES

27	Enter a brief description of type of services provided from this building.	
28	Annual Operating Budget** of Facility	

For Emergency Operations Centers, the daily cost of service is estimated from the annual operating budget divided by the typical or average number of days of use per year.

For Emergency Shelters, the daily value of service provided is estimated by multiplying the average number of people given shelter by the \$85 per day CONUS value for temporary meals and lodging.

29	For EOCs, average days of use per year	
30	For shelters, average occupancy during use	

RENT AND BUSINESS INCOME

31	Total monthly rent from all tenants (\$/month)	
32	Estimated net income of commercial businesses (\$/month)	

MITIGATION PROJECT DESCRIPTION AND COST

33	Provide a brief description of the mitigation project; include its scope and purpose. Describe here or attach documentation.	
34	Are there schematic or detailed engineering designs for this project? If yes, please provide copies of such reports.	
35	Project life in years	
36	What is the seismic design basis for the retrofit? Describe here or attach documentation.	
37	Mitigation Project Cost? Provide detailed cost estimate, if available.	

38	What is the base year of cost-estimate?	
39	Annual Maintenance Cost (\$/year)	
40	Will occupants need to be relocated from the building to complete the retrofit? Yes or No?	
If relocation is necessary:		
41	Relocation time** for project (months)	
42	Rental Cost during Relocation (\$/month)	
43	Other Relocation Costs (\$/month)	
44	One Time Relocation costs (dollars)	

**** indicates terms or information defined in application development guide**

RESIDENTIAL BUILDINGS: STRUCTURAL RETROFIT PROJECTS

GENERAL INFORMATION

1	Address	
2	City, State, Zip	
3	Owner	
4	Contact Person	

BUILDING INFORMATION

5	Building Structural Type**	
6	Number of Stories Above Grade	
7	Construction Date	
8	Are Historic Building issues significant for this building? If yes, please explain in an attachment.	
9	Building Size** (total square feet)	
10	Building Replacement Value**	

BUILDING STRUCTURAL INFORMATION

11	Have any seismic retrofits been completed for this building? If yes, provide details in an attachment.
12	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this building? If yes, provide details (or copies) in an attachment.
13	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this building? Provide attachment.
14	Have geotechnical studies of soils at the building site been conducted? If yes, provide details or a copy of the report as an attachment.

ESTIMATED DISPLACEMENT COSTS**

If future earthquake damage is sufficient to require occupants to be displaced to temporary quarters while repairs are made. (\$/month)		
15	Rental cost per month for temporary quarters	
16	Other costs per month for temporary quarters	
17	One time costs (moving etc.) for roundtrip move to temporary quarters.	

ESTIMATED AVERAGE OCCUPANCY OF BUILDING**

		Weekdays			Weekends		
		Day	Evening	Night	Day	Evening	Night
18	Occupants						
19	Days per week						
20	Hours per day						
21	Months per year						

MITIGATION PROJECT DESCRIPTION AND COST

22	Provide a brief description of the mitigation project; include its scope, purpose and public value. Describe here or attach documentation.	
23	Are there schematic or detailed engineering designs for this project? If yes, please provide copies of such reports.	
24	What is the seismic design basis for the retrofit? Describe here or attach documentation.	
25	Project life in years	
26	Mitigation Project Cost? Provide detailed costs, if available.	
27	What is the base year of cost-estimate?	
28	Will occupants need to be relocated from the building to complete the retrofit? Yes or No?	
If relocation is necessary:		
29	Relocation time** for project (months)	
30	Rental Cost during Relocation (\$/month)	
31	Other Relocation Costs (\$/month)	
32	One Time Relocation costs (dollars)	

**** indicates terms or information defined in the application development guide**

PUBLIC BUILDINGS: NON-STRUCTURAL RETROFIT PROJECTS

The seismic performance of non-structural building components depends significantly on the overall building performance. Therefore, consideration of the building's structural performance is an important aspect of evaluation of all non-structural mitigation projects. Non-structural mitigation may not make sense at all if the building itself is substantially deficient in seismic performance.

GENERAL INFORMATION

1	Building Name	
2	Type of Facility	
3	Address	
4	City, State, Zip	
5	Owner	

BUILDING INFORMATION

6	Building Structural Type**	
7	Annual Operating Budget**	

For Emergency Operations Centers, the daily cost of service is estimated from the annual operating budget divided by the typical or average number of days of use per year.

For Emergency Shelters, the daily value of service provided is estimated by multiplying the average number of people given shelter by the \$85 per day CONUS value for temporary meals and lodging.

8	For EOCs, average days of use per year	
9	For shelters, average occupancy during use	
10	Building Size** (total square feet)	
11	Fall Impact Area** (total square feet)	
12	Value of Item per Unit (per item or per foot)	
13	Number of Units	

ESTIMATED AVERAGE OCCUPANCY**

		Weekdays			Weekends		
		Day	Evening	Night	Day	Evening	Night
14	Occupants						
15	Days per week						
16	Hours per day						
17	Months per year						

BUILDING STRUCTURAL INFORMATION

18	Have any seismic retrofits been completed for this building? If yes, provide details in an attachment.
19	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this building? If yes, provide details (or copies) in an attachment.
20	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this building?

21	Have geotechnical studies of soils at the building site been conducted? If yes, provide details or a copy of the report as an attachment.
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NON-STRUCTURAL INFORMATION

22	What types of non-structural components are being addressed by the mitigation project? Describe here or attach documentation.
23	Is the non-structural mitigation for the whole building or only for parts of the building? If only for part of the building, give the area covered and describe the functions of the building in those sections. Describe here or attach documentation.

PROJECT INFORMATION

24	Why is the non-structural retrofit being proposed? What seismic vulnerabilities are postulated for the non-structural elements? Describe here or attach documentation.
25	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this project? If yes, describe here and provide details (or copies) in an attachment.
26	Construction Date(s) for existing non-structural elements
27	Have any seismic retrofits been completed for these non-structural elements? If yes, describe here or attach documentation.
28	If the non-structural element(s) fail in an earthquake, describe the type of damage expected and the expected impact on function of the building. Describe here or attach documentation.

MITIGATION PROJECT DESCRIPTION AND COST

29	Provide a brief description of the mitigation project; include its scope and purpose. Describe here or attach documentation.
30	Are there schematic or detailed engineering designs for this project? If yes, please provide copies of such reports.
31	What is the seismic design basis for the retrofit? Describe here or attach documentation.
32	Mitigation Project Cost? Provide detailed cost, if available.
33	Project life in years

**** indicates terms or information defined in the application development guide**

MITIGATION PROJECTS FOR ROADS AND BRIDGES

GENERAL INFORMATION

1	Facility Name or description	
2	Address or location	
3	City, State, Zip	
4	Owner	
5	Contact Person	

FACILITY INFORMATION

6	Describe the road or bridge addressed by this project. Describe here or attach documentation.	
7	What is the replacement value of the facility addressed by this project?	
8	Construction date(s) for existing facilities	
9	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this facility? Describe here or attach documentation.	
10	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this facility? Describe here or attach documentation.	
11	Have any seismic retrofits been conducted for this facility? Describe here or attach documentation.	
12	Are there any significant environmental issues associated with this mitigation project? Yes or no? Describe here or attach documentation.	
13	Who provides the maintenance for this road or bridge?	

IMPACT OF ROAD OR BRIDGE CLOSURE

14	What is the daily one-way traffic count for this road or bridge?	
15	If this facility is closed for repairs, what is the average delay or detour time expected for motorists using this road or bridge?	
16	If this facility is damaged, how long will it take to restore normal traffic flow? If possible, make estimates for several levels of damage, from minor damage to complete loss of a bridge. Describe here or attach documentation.	
17	Does failure of this facility result in a life safety risk to the community? If yes, describe in as much detail as possible. Describe here or attach documentation.	

MITIGATION PROJECTS FOR UTILITIES

This worksheet is designed for utility mitigation projects, especially those dealing with electric power systems, potable water systems, and wastewater systems. This worksheet is designed for projects dealing with utility infrastructure and equipment. For mitigation projects for utility buildings, use the Public Buildings worksheet.

GENERAL INFORMATION

1	Facility Name	
2	Address or location	
3	City, State, Zip	
4	Owner	
5	Contact Person	

FACILITY INFORMATION

6	Describe the infrastructure or equipment addressed by this project. Describe here or attach documentation.	
7	What is the replacement value of the infrastructure or equipment addressed by this project?	
8	Construction date(s) for existing facilities	
9	Why is the retrofit being proposed? What seismic vulnerabilities are postulated for this facility? Describe here or attach documentation.	
10	Have any seismic vulnerability studies or seismic retrofit studies been conducted for this facility? Describe here or attach documentation.	
11	Have any seismic retrofits been conducted for this facility? Describe here or attach documentation.	
12	Are there any significant environmental issues associated with this mitigation project? Yes or no? Describe here or attach documentation.	

IMPACT OF FACILITY ON SYSTEM OPERATION

13	How critical is this facility to the operation of the utility system? If this facility fails in an earthquake, what are the impacts on the system? Is this facility redundant in the system? Provide a schematic for the layout and operation of the utility system. Please provide as much detail as possible. Describe here or attach documentation.	
14-A	If this facility fails, how many people will lose service?	
14-B	For potable water and wastewater systems, explain the probable loss of service. That is, will failure result in no service at all or partial service (water provided, but not drinkable or partial treatment of wastewater). Describe here or attach documentation.	

15-A	If this facility fails, how long will it take to repair or replace this facility? The time estimate requested is the time to restore service to customers, which may be shorter than the time to make final repairs. Describe here or attach documentation.
15-B	For potable water and wastewater systems, estimate restoration times for partial and full service. Describe here or attach documentation.
16	Does failure of this facility result in a life safety risk to the community? If yes, describe in as much detail as possible. Describe here or attach documentation.

SECTION 3 **FLOOD COST EFFECTIVENESS WORKSHEET**

The following basic information is needed to run a Benefit/Cost Analysis for flood projects. This information, as well as the data in the summary and the narrative, is essential for us to verify the cost effectiveness of your proposed project. Without this information, HMGP staff will be unable to certify the cost effectiveness and this will render your application **incomplete and ineligible**.

*These estimates **must** be based on actual past documented damages of the area this project will protect.*

*Event Frequency (years) (use numbers that fit your situation and are documented)	Estimated Damages expected before Mitigation (per event)
10	
25	
50	
100	
250	
500	

*** Frequency is the 50 year or 25 year flood probability – not that your jurisdiction experiences flooding every two years.**

Appendix 5

Application Evaluation Systems



WASHINGTON STATE MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION

**MITIGATION GRANT PROGRAMS
APPLICATION EVALUATION SYSTEM**

INTRODUCTION

It is the responsibility of the state to identify and select those hazard mitigation projects which will be recommended to the Federal Emergency Management Agency (FEMA) for final approval and funding under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended as well as the Pre-Disaster Mitigation grant program authorized under Section 322 of the Disaster Mitigation Act of 2000 (DMA2K).

In order to do this, the Washington State Military Department, Emergency Management Division (EMD), has established a Mitigation Grant Review Committee consisting of state and local representatives. The primary purpose of the Committee is to review, evaluate and prioritize eligible applications, especially when there are numerous projects competing for a limited amount of funds.

We have established a set of review criteria that is consistent with the criteria set forth in the Stafford Act and 44 CFR 206.434 (b), the Washington State Mitigation Grant Programs Administrative Procedures and Guidelines document, and the Washington State Hazard Mitigation Plan document.

PROCEDURES

Applications will be reviewed prior to transmittal to the Committee to ensure that the applications meet minimum state and federal eligibility requirements. The Committee will review, evaluate, and score the applications.

The Committee will conduct an open meeting to discuss each project application in accordance with the "Mitigation Grant Programs, Grant Procedures and Administrative Guidelines, Section, VII C.2., Ranking Process and Criteria" and the following evaluation system.

SCORING

The application evaluation package corresponds to the format of the grant application.

Each section has an assigned point value:

Part 1, Alternatives, is weighted at 20 points. The information for this section is found in "Chapter 2" of the revised application.

Part 2, Federal Criteria/State Goals and Objectives, is weighted at 130 points. The answers to this section are found in "Chapter 1" of the revised application.

The total possible score is **150 points**.

SCORING, continued

In the event of a tie score, the Cost-to-Benefits Ratio may be used as a tie breaker. Due to the varied scoring criteria per section, the following guidelines, definitions, and percentages have been developed to help in consistent scoring:

CRITICAL RISK	80% - 100%	Documented SEVERE public health and safety problems.
SERIOUS RISK	70% - 79%	High potential for SERIOUS public health, safety, or environmental problems.
MODERATE RISK	60% - 69%	Moderately SERIOUS problems, high maintenance and operations costs, inefficient.
ROUTINE RISK	0% - 59%	ROUTINE activities or non-mitigation projects ; projects that lack adequate information upon which to make an informed judgment.

Example: If the answer to Question 1 in Part 3 ("Protect lives and reduce risk") demonstrates severe problems such as a high hazard, the evaluator should score the question within the 80-100% of the 20 points available (16 - 20 points)



HAZARD MITIGATION GRANT PROGRAMS

PROJECT EVALUATION SCORE SHEET

APPLICANT: _____

PROJECT TITLE/DESCRIPTION: _____

SCORES: PART 1 _____

PART 2: _____

TOTAL: _____

PART 1. SELECTION OF THE BEST ALTERNATIVE (Chapter 2)

0 - 20 pts _____

Applicants must demonstrate, through a written narrative that describes each alternative considered, that the alternative chosen is the **most practical, effective, and environmentally-sound** alternative among the possible solutions. Applicants must show at least 3 alternatives.

PART 2. FEDERAL AND STATE CRITERIA 0 - 130 POINTS (Chapter 1)

Please rate how the proposed project meets or exceeds each of the objectives below which relate to FEDERAL HAZARD MITIGATION criteria:

Does the application/project show that it:

1. The jurisdiction has an approved natural hazard reduction plan? 0 - 8 pts _____
2. If yes, is this project identified within it? 0 - 7 pts _____
3. Protects lives and reduce public risk? (s)(f) 0 - 20 pts _____
4. Reduces the level of hazard damage vulnerability in existing structures and developed property? (s)(f) 0 - 15 pts _____
5. Reduces the number of vulnerable structures through acquisition, relocation or retrofit? Does the jurisdiction describe plans for the acquired property (open space, etc.)? (s) 0 - 10 pts _____
6. Does the project address structures in the Repetitive Flood Loss areas by either an acquisition, elevation, or relocation ? 0 - 5 pts _____
7. Avoid inappropriate future development in areas that are vulnerable to the hazard damage? (s) 0 - 8 pts _____

Mitigation Grant Programs

- | | | |
|-----|---|------------------|
| 8. | Solve a problem independently, or function as a beneficial part of an overall solution? (f) | 0 - 8 pts _____ |
| 9. | Provide a cooperative, inter-jurisdictional/inter-agency solution to the problem? (s) | 0 - 7 pts _____ |
| 10. | Provide a long-term mitigation solution (not a short-term fix) in locations that experience repetitive hazard damage? (s)(f) | 0 - 7 pts _____ |
| 11. | Address emerging hazard damage issues? (s)(f)
(e.g., Damage caused by stormwater runoff at build-out densities, trees in right-of-ways, identification of new EQ faults, etc.) | 0 - 5 pts _____ |
| 12. | Restore or protect natural resource, recreational, open space, and/or built environment values? (s) | 0 - 5 pts _____ |
| 13. | Show development and implementation of comprehensive programs, standards, and regulations that reduce future hazard damage? (s) | 0 - 5 pts _____ |
| 14. | Increase public awareness of hazards, preventive measures, and emergency responses to DISASTERS? (s) | 0 - 5 pts _____ |
| 15. | Upon completion, have affordable operation and maintenance costs that the applicant jurisdiction is committed to support? (f) | 0 - 5 pts _____ |
| 16. | Has the jurisdiction documented how the project improves its ability to protect its critical areas, as required by the Growth Management Act? (s) | 0 – 10 pts _____ |

One state goal is to fund projects that can be completed within the contract period, once approved by FEMA. Additionally, it is to the benefit of the state to fund projects that can be completed within the shortest period of time, thereby providing mitigation sooner. One of the following point values should be awarded to the project score:

Project completed within	0 - 12 months upon approval	5 pts _____
	13 - 24 months upon approval	2 pts

REVIEWER REMARKS

Pros and Cons of Project/Issues to discuss with the Committee:



WASHINGTON STATE MILITARY DEPARTMENT EMERGENCY MANAGEMENT DIVISION

MITIGATION GRANT PROGRAMS PLANNING APPLICATION EVALUATION SYSTEM

INTRODUCTION

Section 322 of the Disaster Mitigation Act of 2000 (DMA2K) requires local governments, to include all eligible HMGP applicants to develop an all hazards mitigation plan in order to be eligible for the various mitigation grant programs.

In order to do this, the Washington State Military Department, Emergency Management Division (EMD), has established a Mitigation Grant Review Committee consisting of state and local representatives. The primary purpose of the Committee is to review, evaluate and prioritize eligible applications, especially when there are numerous projects competing for a limited amount of funds.

We have established review criteria that is consistent with the criteria set forth in the Stafford Act and 44 CFR 206.434 (b), Section 322 of the DMA2K, the Washington State Hazard Mitigation Grant Programs Administrative Procedures and Guidelines document, and the Washington State Hazard Mitigation Plan document (322 Plan).

PROCEDURES

Applications will be reviewed prior to transmittal to the Committee to ensure the applications meet minimum state and federal eligibility requirements. The Committee will review, evaluate, and score the applications.

The Committee will conduct an open meeting, if necessary, to discuss each project application in accordance with the "Hazard Mitigation Grant Programs, Grant Procedures and Administrative Guidelines, Section, VII C.2., Ranking Process and Criteria" and the following evaluation system.

SCORING

The application evaluation package corresponds to the format of the grant application.

Each section has an assigned point value:

- Part 1, Planning Process Element is weighted at 15 points
- Part 2, Risk Assessment Element is weighted at 35 points
- Part 3, Mitigation Strategy Element is weighted at 130 points
- Part 4, Plan Maintenance Element is weighted at 20 points

The total possible score is **215 points**.

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SCORING, continued

Due to the varied scoring criteria per section, the following guidelines, definitions, and percentages have been developed to help in consistent scoring:

CRITICAL RISK	80% - 100%	Documented SEVERE public health and safety problems.
SERIOUS RISK	70% - 79%	High potential for SERIOUS public health, safety, or environmental problems.
MODERATE RISK	60% - 69%	Moderately SERIOUS problems, high maintenance and operations costs, inefficient.
ROUTINE	0% - 59%	ROUTINE activities or non-mitigation projects ; projects that lack adequate information upon which to make an informed judgement.



MITIGATION GRANT PROGRAMS **PLANNING APPLICATION EVALUATION SCORE SHEET**

APPLICANT: _____

PROJECT TITLE/DESCRIPTION: _____

SCORES: PART 1 _____ **PART 2:** _____ **PART 3:** _____ **TOTAL:** _____

Please rate how the proposed planning activity meets or exceeds each of the objectives below which relate to HAZARD MITIGATION criteria:

Please rate how well the application addresses each element

PART 1. PLANNING PROCESS 15 – Points **0 - 15 pts** _____

Each question is weighted at 5 points.

1. How well do they describe how they will provide the public an opportunity to participate in the planning process?
2. How well do they describe how they will include neighboring communities, local and regional agencies, business, academia, and other interests in the planning process?
3. How well do they describe previous planning efforts and how they will incorporate them into this all hazards planning process?

PART 2. RISK ASSESSMENT ELEMENT 35- Points **0 - 35 pts** _____

Each question is weighted at 7points.

1. If the applicant has a current Risk Assessment, does it contain a description of the type, location, and extent of all natural hazards that can affect the jurisdiction?
2. If the community does not have a Risk Assessment, how well do they describe how they will complete it?
3. How well did they document previous occurrences of hazard events and the probability of future hazard events?
4. Has the applicant completed a **vulnerability** assessment for the hazards identified in their risk assessment that includes:
 - a. The types and numbers of existing and future buildings, infrastructure and critical facilities located in the identified hazard areas;
 - b. An estimate of the potential dollar losses to vulnerable structures identified and a description of the methodology used to develop this estimate;

Mitigation Grant Programs

- c. A general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.
5. If the applicant has not completed a vulnerability assessment, how well did they describe how they will complete the above elements of a vulnerability assessment?

PART 3. MITIGATION STRATEGY ELEMENT – 130 POINTS

0 – 130 _____

Each question is weighted at 10 points each.

1. If the applicant currently has a mitigation strategy does it contain a description of local mitigation goals and objectives with proposed strategies, programs, and actions to reduce or avoid long term vulnerabilities to the identified hazards?
2. If not, how well does the applicant describe how they will develop these goals, objectives, strategies, and programs?
3. Has the applicant conducted an analysis of a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each identified hazard, with particular emphasis on new and existing buildings and infrastructure?
4. If not, how well did they describe how they will complete the analysis and what areas it will cover?
5. How well did the applicant describe how they will develop an action plan describing the actions in the analysis element and how they will prioritize and implement the plan?
6. Did the applicant develop a set of specific cost effective mitigation projects that will reduce damages from future disaster that included a summary of how they identified and prioritized these actions?
7. If not, did the applicant describe what types of projects they might consider and how they would prioritize them?
8. Did the applicant describe how these actions will support the mitigation goals and priorities of the community?
9. Did the applicant provide a description of their process to reduce the number of NFIP target repetitive loss properties in the community that included a summary of the process?

10. If not, did the applicant describe how they will address the repetitive flood loss issue in their community?
11. How well did the applicant describe how their community is committed to reducing damages from future natural disasters through the development of partnerships with businesses, academia and other private and non-profit interests able to provide financial or technical assistance in support of the community's mitigation goals and priorities to include specific examples of any current activities?
12. How well did the applicant describe the development trends within their community and discuss actions to mitigate disaster losses in these areas?
13. Did the applicant discuss if their plan will require any interagency agreements to implement?

PART 4. PLAN MAINTENANCE ELEMENT – 25 POINTS

0 – 20 pts _____

Each question is weighted at 4 points each

How well does the applicant address the following:

1. A section describing the established method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
2. A process by which the applicant will incorporate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans.
3. A discussion on how the community will maintain public participation in the planning process.
4. Plans for formal adoption of the plan by the community.
5. A section describing how the local plan will be implemented and administered by the local government including discussion of how officials will approach and manage mitigation actions involving the acquisition of private property

REVIEWER REMARKS Additional Comments

Ordinal Ranking: _____

Appendix 6

Mitigation Grant Programs
Applicant Appeal Process – State Level



**WASHINGTON MILITARY DEPARTMENT
Emergency Management Division**

**Mitigation Grant Programs
Applicant Appeal Process - State Level**

I. CRITERIA FOR APPEAL

Jurisdictions may appeal a decision of the Mitigation Grant Review Committee based on the following:

- A. Failure by the Committee to follow established processes as outlined in the state's processes as outlined herein.
- B. Arbitrary or capricious decisions by the Committee.

II. APPEAL PROCESS AND TIME-LINE

All jurisdictions will be provided formal notification of their recommended/non-recommended status which will be forwarded to the Military Department, EMD Director.

- A. Those jurisdictions initially recommended will be notified if there is, or is not, an appeal of the Committee's recommendations being processed.
 - An appeal will delay all recommendations being forwarded to the EMD Director, until the appeal process is complete.
 - A successful appeal may result in a re-ranking of the recommended projects and could affect funding for any particular project.
- B. Those projects not being recommended by the Committee will be provided the specific reason for non-recommendation. Should an applicant wish to appeal the non-recommendation of their project, they must:
 - Within **15** days of receipt of formal notice of non-recommendation, respond in writing to the specific items causing non-recommendation, with full justification or clarification to the Mitigation Grant Review Committee.
 - The Committee will review the appeal, make such additional investigations as necessary, and forward the appeal with a written recommendation to the Director of Emergency Management.
- C. The Emergency Management Division Director will review the material submitted and make any additional investigations as deemed appropriate.
 - The jurisdiction will be notified of the Director's decision within ten days following the Department's receipt of the formal "Appeal of Determination" packet.

Mitigation Grant Programs

- D. If the Director of the Emergency Management Division denies the appeal:
- The original list of recommendations by the Committee will be forwarded to The Adjutant General, State Military Department, with a copy of the appeal results.
 - All applicants will be notified of the appeal recommendation results and the appeal process has been completed.
- E. If the Director finds in favor of the appeal, the Mitigation Grant Review Committee will be instructed to take appropriate implementing actions, which include:
- The entire listing of recommendations will be re-ranked.
 - Affected jurisdictions will be notified and not be allowed to appeal this decision.
 - A revised recommendation packet will be forwarded to The Adjutant General, State Military Department, with appropriate documentation and explanation of appeal results.
- F. All decisions of The Adjutant General, State Military Department, are final.

III. CRITERIA FOR SELECTION

The project must meet federal eligibility criteria referenced in CFR 44, 206.434. To be eligible, the project must demonstrate that it:

- A. Conforms with the State Hazard Mitigation Plan and a local mitigation plan (322).
- B. Has a beneficial impact on the disaster-affected area.
- C. Conforms with Executive Order 11988 on Floodplain Management, and Executive Order 11990 on Protection of Wetlands. (See CFR 44, Part 9 and/or Part 10.)
- D. Solves a problem independently or will be a functional part of a solution with assurance that the whole project will be completed. (Projects that merely identify or analyze the hazard or problem are **not eligible**.)
- E. Will be cost-effective and **substantially** reduce risk of future damage, hardship, loss, or suffering. This must be demonstrated by documenting that the project:
1. Addresses a repetitive problem, or one that poses a **significant** risk to public health and safety if left unsolved.
 2. Will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur.
 3. Has been determined to be the most practical, effective, and environmentally-sound alternative after consideration of a **range** of options.

4. Contributes, to the extent practicable, a long-term solution.
5. Considers long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements.

IV. CRITERIA FOR NON-SELECTION

These are the established criteria for **NON-SELECTION** of applications for recommendation to the Director of Emergency Management and the Federal Emergency Management Agency for funding:

- A. Application and/or supporting materials were not received by the deadline.
- B. Grant request exceeds established funding limits.
- C. Project does not meet eligibility criteria in 44 CFR § 206.434, or fails to meet scoring minimums based upon eligibility criteria. (Please See III above.)
- D. Project does not meet National Environmental Policy Act requirements for early, documented public input in the selection of alternatives.
- E. Projects that merely identify or analyze the hazard or problem (studies) are not eligible.
- F. Hazard Mitigation (Section 404) funds **cannot** be used as a **substitute** or **replacement** to fund projects or programs that are available under other federal authorities, except when there are limited circumstances such as extraordinary threats to lives, public health or safety, or improved property.
- G. Projects are not recommended by the Mitigation Review Committee. Applications are scored by a committee of up to five individuals from state and/or local governments. Composite scores are used to assign ranking order. The Committee then derives their list of projects for recommendation by a combination of:
 1. Composite score
 2. Geographical mix
 3. Funding amounts per community
 4. Other available sources of funding
 5. Grant funds available
 6. Number of grants currently active (A jurisdiction may have no more than four (4) active grant projects.)
 7. Past HMGP participation and results

Appendices 7 and 8

Under Separate Cover